Recruitment Information Pack

PUBLIC AFFAIRS MANAGER
Job Description: Public Affairs Manager

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<tr>
<th>Role Active:</th>
<th>October 2017</th>
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<tr>
<td>Contract</td>
<td>Permanent (subject to successful completion of 6 month probationary period)</td>
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1. Reporting structure

| Responsible to: | Director of Programmes - No direct or indirect reports |

2. Overall purpose and objectives

| Purpose: | To develop relations with and influence parliamentarians and Government on marine policy and legislation to deliver the goals of the MCS Strategy |

3. Key responsibilities

- Lead, develop and co-ordinate MCS parliamentary work, strategy and plans to support delivery of the MCS Strategy
- Work with Policy Officers to develop and communicate MCS policy to parliamentarians, Government, industry and user groups
- Engage and influence parliamentarians, political and industry stakeholders
- Liaise and collaborate with other eNGOs to avoid duplication and enhance our impact
- Work in close collaboration with MCS Engagement and Communications staff to inform our communications and media activity

4. Main duties

**Parliamentary work**

- Develop and co-ordinate MCS parliamentary work, under guidance and support from the Director of Programmes.
- Lead on MCS contribution to parliamentary and public affairs elements of collaborative campaigns.
- Develop parliamentary strategies and plans to support delivery of the MCS Strategy.
- Develop and maintain constructive relationships with MPs, advisers, researchers and Peers in Westminster through:
  - direct liaison and advocacy
  - written parliamentary briefings, letters, written evidence to Select Committees
  - organisation of parliamentary events in Westminster and at Party Conferences.
- Represent MCS at Party Conferences and other external parliamentary events.
• Lead on communications with parliamentarians, initiating and co-ordinating work within the Programmes Directorate and promoting MCS policies and messages for parliamentarians in a concise and influential way.

• Undertake occasional parliamentary work in Holyrood, the Senedd and Stormont with country colleagues as required and when capacity allows.

• Develop constructive relationships with MEPs, Commissioners and international bodies and representatives, providing briefings and supporting or organising occasional events.

• Provide parliamentary advice and support to all relevant MCS staff as required, including:
  o Organise regular meetings of senior staff with Defra Ministers
  o Maintain a database of all MCS Parliamentary Contacts
  o Monitor outputs from Parliament, Government, EU, media and other bodies of relevance to MCS political work
  o Maintain a calendar of parliamentary and political events and inform staff as relevant.

• Input to the MCS Strategy and Programme Plans as required.

• Support Communications and Engagement teams in providing political context to public communications.

Conservation policy and advocacy

• Support the Director of Programmes in influencing marine conservation policy through liaison and lobbying of civil servants, the European Commission and international bodies where required.

• Where required, research and develop policy briefings on marine conservation issues for political, industry and public audiences.

• Develop constructive links and liaison with key stakeholders in UK Government, the EC, international bodies, industry and NGO sectors, in support of relevant policy officers.

• Respond to UK and European government and industry consultations as required

• Represent MCS on national and international forums as required, working in co-operation with other NGOs, government bodies, industry and user groups.

• Support policy officers in liaison with industry where requested.

Public/External Affairs

• Represent the organisation, often in a senior capacity, at political and broader stakeholder events, meetings and forums.

• Represent MCS at events giving presentations to varied audiences as appropriate.

• Act as a spokesperson for MCS as required.

• With the Engagement and Communications team:
  o Advise policy officers on the appropriate communication tools for use by MCS supporters to influence local MPs and national Government, e.g. letters / petitions.
  o Prepare letters to MPs and petitions for MCS supporters to use in support of MCS lobbying activities.
  o Prepare communications to keep supporters informed of activities, where appropriate.
  o Organise or assist in the organisation of public lobbies of Parliament as required. Assist with marches on Parliament as required.
5. Internal reporting

- Inform the Director of Programmes of developments and activities in Parliament on an ongoing basis.
- Provide regular, at least monthly, updates to the Director of Programmes, the Director of Engagement and Communications and Chief Executive.
- Produce and maintain an annual work plan
- Maintain an online MCS Outlook Calendar
- Input to the quarterly ‘Progress Against Plan’ on staff activities and progress against targets for submission to the Chief Executive and Board of Trustees
- Input to proposals and reports for submission to funders as required
- Attend team meetings, project review meetings, other conservation team meetings, as well as wider staff meetings, as required

6. General duties

- Abide by the core values of MCS in all aspects of their work
- Support MCS’ strategies and initiatives to expand the organisation’s membership, raise funds and communicate the wider aims of MCS throughout their work
- Maintain the highest professional standards at all times, ensuring that all outputs are produced within agreed budgets, time scales and specifications
- Represent MCS externally, attending meetings, conferences and events as and when appropriate
- Assist with general enquiries on information and resources from MCS, when necessary
- Act responsibly in terms of the health, safety and welfare of yourself and colleagues, acting in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by the Director of Programmes, or any other member of the Senior Management Team.

7. Working relationships

| Internal | Under guidance from the Director of Programmes, work effectively with all staff in the Ocean Recovery, Fisheries and Aquaculture, Clean Seas, Scotland and Wales teams to support delivery of their Programme goals
|          | Provide MCS staff with information on parliamentary and political affairs to support their policy work and campaigns
|          | Support senior staff in communications with senior political stakeholders, briefings ahead of meetings, and organisation of events
|          | Engage regularly with MCS campaigns staff and the Engagement and Communications Team to ensure key messages are delivered to supporters
|          | Supervise and manage interns when necessary
|          | Brief Sea Champion volunteers on engagement with local MPs |
### External

Take lead responsibility for managing MCS relationships with Westminster Parliament, key political audiences and public affairs contacts

Where capacity allows provide some support and briefings to colleagues in Scotland, Wales and NI in their relationship building in Holyrood, the Senedd and Stormont

Support Policy leads in developing effective working relations with civil servants, marine industries, and NGOs as required

Represent MCS in broader external/public affairs capacities where required

### 8. Working environment

**Offices:**

Works from a London office 3-5 days a week (depending on home working agreement) and with occasional working in Ross-on-Wye Head Office

All MCS offices are non-smoking, including at events where members of the public or our volunteers may be in attendance

**Travel:**

Monthly travel to Head Office and occasional travel to other parts of the UK and Brussels, including overnight stays

### 9. Dimensions and Limits of Authority

| Budget | Job holder is responsible for a budget of up to £5,000  
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<th>May authorise expenditure up to £100 without pre-approval</th>
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<tr>
<td>Management</td>
<td>N/A</td>
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<tr>
<td>Strategy</td>
<td>Responsible for developing parliamentary strategies and plans to support delivery of the MCS Strategy, as prioritised with the Director of Programmes</td>
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<tr>
<td>Policy</td>
<td>Responsible for developing policy papers and Parliamentary briefings on a range of marine conservation issues in conjunction with the Director of Programmes and with input from relevant staff.</td>
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| Outputs | MCS Parliamentary Briefings as required by the Director of Programmes, with input by relevant staff  
|         | MCS policy documents as required  
|         | Input to Programmes Directorate reporting requirements as required  
|         | UK & European Government & industry consultation responses as required  
|         | Written evidence to Parliamentary Inquiries on issues relevant to MCS, with input from relevant policy officers  
|         | Briefings to MPs related to marine debates in the Commons or Lords, Oral and Written Questions and Early Day Motions  
|         | Organise at least one UK Parliamentary event a year at the Houses of Parliament and/or fringe event at Party Conferences, and one Welsh or Scottish event every two years in consultation with the Country Heads  
|         | Fundraising proposals to fund and/or increase MCS public affairs capacity in London and Brussels |
## 10. Person specification

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<td><strong>Proven abilities</strong></td>
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<td>A minimum of 2 years experience of parliamentary work for an NGO, the public or private sector.</td>
<td>Experience in writing briefings in marine conservation policy or another environmental discipline.</td>
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<td>Able to demonstrate evidence of influencing Govt and party positions.</td>
<td>Proven experience of working with and influencing Parliamentarians and civil servants.</td>
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<td>A track record of clearly and concisely presenting complex information and new subject areas to political audiences through political briefings etc.</td>
<td>Media experience.</td>
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<td>Ability to research, assimilate and apply information and material from a diverse range of sources (e.g. scientific papers, technical reports, web based resources).</td>
<td>Experience of organizing Parliamentary events.</td>
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<td>Excellent communication skills, both verbal and written, with attention to detail and the ability to communicate complex information to MPs and stakeholders.</td>
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<td><strong>Qualifications training and Knowledge</strong></td>
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<td>Advanced understanding of the Westminster Parliamentary policy development process, and how to create change.</td>
<td>A good understanding of UK/EU environmental/marine policy and legislation in the UK and EU.</td>
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<td>Educated to BSc/BA level in either marine/environmental science with policy experience or a politics discipline with environmental experience.</td>
<td>A good working knowledge of European policy and legislative procedures and how to influence them.</td>
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<td>Strong political networks across the political parties in Westminster.</td>
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<td><strong>Personal Qualities</strong></td>
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<td>Mature diplomatic approach; interpersonal skills to liaise with MPs, civil servants and EC commissioners.</td>
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<td>Highly motivated and able to work on own initiative for much of your time, as well as within a team.</td>
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<td>Flexible in approach to work, with the ability to handle a diverse workload, prioritise and meet deadlines.</td>
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<td>Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships both internally and externally, and across different disciplines.</td>
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<td>A keen interest in either politics or the environment, preferably both.</td>
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How to apply

You are invited to complete the application form which you can download from our Jobs webpage http://www.mcsuk.org/information/Jobs

The application form is in two parts – part 1 collects your personal information and part 2 asks for a supporting statement where you can outline your background and experience, and interest in MCS, your relevant work history and any of you qualifications which may be relevant or supportive for the role.

Part 1 is separated and does not form part of the shortlisting process so please return the application form to us in a format that we can edit using Microsoft Word (so for example, not a pdf or a Pages document!).

Along with the rest of your experience, we are particularly interested in the supporting statements. Here we are looking for you to tell us how your experience meets the role requirements. Please refer closely to both the job description and the person specification when completing this section. Your statement should include examples of your work or experience to evidence how you meet the job criteria and person specification and what skills you bring which would make you successful in the role.

We are also interested in what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

Please return your completed application forms by email to hr@mcsuk.org and ensure the role you are applying for is in the subject line.

Interviews are usually held at our offices in Ross-on-Wye though this may change dependent on the intended office location of the role. You may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – full details will be provided to you in the invitation to interview. If you feel you require any reasonable adjustments to allow you to take part fully in the interview process, do let us know on the application form.

All offers of employment are conditional, subject to the following:

- candidates are required to provide proof of current and continued eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you’ll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: https://www.gov.uk/government/organisations/uk-visas-and-immigration

- receipt of two references which are satisfactory to MCS.

If you would like to speak to us please call the HR team on 01989 561574

Closing Date: 20 November 2017
Interviews: 4 December 2017
Working with our core values

We consistently define ourselves and are defined by others as:

- Credible & influential
- High achieving & dynamic
- Honest (spin-free) & approachable
- Passionate & committed.

Our values underpin everything that we do, motivate and sharpen our actions and form the basis from which our Vision and Mission are derived.

MCS - Our vision, our mission, our aims

Our vision
Seas Fit for Life – clean seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

Our mission
To drive change in government policy, industry practice and individual behaviour that results in measurable improvements in the state of our seas - improved biodiversity, healthier fish stocks and less pollution on beaches and in the sea.

Throughout our work we aim to inspire, inform, involve and influence everyone who can take action to safeguard our seas now and for future generations.

Our aims
MCS will focus its work over the period 2015-2020 on the following priorities, to progress towards our vision of Seas Fit for Life:

- **Protecting marine life**
  Establish an ecologically coherent UK network of well-managed Marine Protected Areas (MPAs).

- **Sustainable fisheries**
  Recovery of fish stocks and reduced impact of fishing and fish farms on habitats, non-target species and marine ecosystems; and increase availability of sustainably wild caught and responsibly farmed seafood.

- **Clean seas and beaches**
  Reduce litter and bathing water pollution at UK beaches.

- **Working seas**
  Ecologically sustainable planning and management of major marine industries and our wider seas

- **Engaging our audiences**
  Increase public understanding, appreciation and enjoyment of UK seas and active involvement in marine conservation.
## Working with MCS

| Hours of work | Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life. |
| Annual leave | We offer 25 days annual leave per annum, plus Bank Holidays – pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. Senior Management/Directors start at 27 days annual leave per annum, plus Bank Holidays, rising to a maximum of 30 days after 5 years. |
| Occupational sick pay | MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts) |
| Learning & development | MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives. |
| Pension | We will auto-enrol all employees in their third month of employment into our stakeholder pension scheme. On a monthly basis, MCS will contribute the equivalent of 2% of your annual salary into our scheme. After 6 months service, MCS will contribute an amount equivalent to 6% of your annual salary into our scheme on a monthly basis. You may choose to make personal contributions when you commence employment with us, and at any time from then. |
| Childcare Voucher Scheme | Our childcare voucher scheme is open to all employees who are parents or guardians and currently use registered childcare facilities. Employees can easily self-administer their vouchers through the Computershare online service. |

### Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer welcoming applications from all sections of the community.

Registered Charity No: 1004005 (England & Wales) SC037480 (Scotland)
Registered Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US