



Parliamentary & Public Affairs Officer

Passionate about heritage, keenly interested in politics and parliamentary process, and driven to make a difference to the future of the UK's historic environment? Join our team!

Location

Central London, with opportunities to work from home (hybrid)

Salary

£33,000 per annum (plus benefits)

Hours

Full time

Contract

Permanent

Reports to

Director of Policy & Public Affairs

Closing date

28 May 2023

About Historic Houses

Historic Houses represents the UK's largest collection of independent historic houses, castles and gardens, many with open doors waiting to be explored. We help our 1,500 member houses to celebrate and champion the nationally important heritage they care for, protect it for the future and speak with one powerful voice to government and regulators.

The historic houses and gardens we represent are not static museums but living, dynamic examples of our past, present and future. They make a hugely important economic, social, environmental and cultural contribution to the nation – welcoming 21 million visits each year, generating £1.3 billion in visitor spend, supporting 32,000 jobs across the UK and welcoming hundreds of thousands of education visitors.

We make the case for the importance of heritage to government and regulators, collaborate with colleagues across the heritage sector, offer technical advice and guidance to our member houses, and create networks for them to share experiences and best practice.

We represent member houses in all parts of the UK and advocate for them in Westminster, Holyrood, Cardiff and Belfast.

About our team

We're a small, dynamic team based out of a busy London head office. We've all come from different professional backgrounds but we share a strong common purpose: to ensure the special historic places we represent remain in good shape for generations to come.

Our dedicated policy, public affairs and education team (the Director of Policy & Public Affairs, the Policy & Education Officer and the Parliamentary & Public Affairs Officer, which is a new role) works closely with government, stakeholders and politicians across the political spectrum to shape and influence policy for the benefit of heritage and tourism. We are passionate about the value of the extraordinary historic houses we represent and are committed to advocating for a fiscal and regulatory framework in which they are able to thrive.

This is an exciting time to join our small, high-impact team. We're busy implementing a dynamic public affairs strategy to raise our profile in Westminster, Holyrood, Cardiff and Belfast, and this brand-new role will play a crucial part in our success.

About you

We're looking for a bright, proactive person with a passion for the special places we represent, a keen interest in policy-making, knowledge of parliamentary process and the policy landscape, and accomplished research and writing skills. If you're energised by the opportunity to make a real difference in the heritage sector, and you've some experience of political and parliamentary monitoring and research, we want to hear from you.

A genuine interest in heritage and culture is really important, but direct experience of working in a heritage-related role is not essential; we're more interested in your skills and aptitude to make a real impact in this role and can support you in developing the sector-specific and technical knowledge required.

Main responsibilities

- Monitoring and forecasting developments in key policy areas for Historic Houses: including planning, energy, taxation, tourism and the environment. This will include using our monitoring platform and other tools proactively to monitor the political, policy and regulatory landscape in Westminster, Holyrood, Cardiff and Belfast, looking out for how legislation and policy might impact historic house businesses and heritage.
- Providing regular and timely monitoring reports, political intelligence, legislative timelines and advice to the policy, public affairs and education team, including flagging potential opportunities and threats across key policy areas. This may include monitoring key legislation, debates, ministerial speeches, government and departmental announcements, select committee inquiries, APPG inquiries, party conferences and other public affairs activity.

- Producing briefings for the President, Director General, Director of Policy & Public Affairs and/or the Chairs of Historic Houses Scotland and Historic Houses Cymru as required – including policy briefings, briefings for meetings, stakeholder biographies and summaries of major political events such as Budgets, party conferences and the King’s Speech.
- Drafting letters to ministers, MPs and other official correspondence for the President, Director General or Director of Policy & Public Affairs as required, including keeping our Local Lobbying Toolkit up to date and organising member letter-writing campaigns on specific issues.
- Drafting briefings for politicians, debate briefings, Parliamentary Questions and other public affairs materials as required.
- Producing clear stakeholder maps highlighting key stakeholders (politicians, civil servants, regulators, sector contacts) in Westminster, Holyrood, Cardiff and Belfast and proactively keeping these and our contacts database up to date.
- Undertaking research ‘deep dives’ into specific aspects of legislation, policy and regulation – in Westminster and in the devolved nations.
- Assisting the Director of Policy & Public Affairs and the Policy & Education Officer in crafting Historic Houses’ political strategy, and in producing public affairs collateral such as infographics and policy cards.
- Supporting the influencing and engagement work carried out by the Director General, Director of Policy & Public Affairs and the Policy & Education Officer, including joining the team at stakeholder meetings and events as required.
- Supporting the policy, public affairs and education team with organising public affairs related events, such as Parliamentary receptions and visits to houses for politicians (including logistics and briefing support).
- Assisting the Director of Policy & Public Affairs and the Policy & Education Officer with briefing Historic Houses Committees as required, including contributing to meeting papers and supporting the Secretariat.
- With the Policy & Education Officer, ensuring all policy, public affairs and education-related pages on Historic Houses’ website are refreshed and kept up to date.
- Acting as the main point of contact (for day-to-day work) for our political monitoring agency.
- As a small team, we all work closely together across departments. Communicating regularly with colleagues, acquiring a basic understanding of their roles and of the overall operations and priorities of the association, and being able to pitch in at ‘all-staff’ events or on major projects, are also important, if occasional, elements of the role.

- Any other relevant projects or tasks, as required.

Essential skills and experience

- Experience in a monitoring, public affairs, policy or research role, working for an MP or in a devolved political structure, or similar professional experience.
- Knowledge of Parliamentary process and the machinery of Government.
- Experience of providing parliamentary and political monitoring or research, or similar, to colleagues or clients.
- Ability to gain a good understanding of how legislation and policy impacts historic house businesses and heritage.
- Detail-oriented, with the ability to absorb and analyse complex data quickly and produce clear and concise briefings and research documents.
- Excellent organisational skills, with the ability to juggle multiple projects simultaneously.
- Ability to work independently and collaboratively as part of a small, high-performing team.
- Good computer skills, including experience of Word, Excel and PowerPoint.
- A genuine enthusiasm for heritage and culture.

Desirable skills and experience

- Some knowledge of planning, tourism, energy or heritage protection policy.

Further information

For an informal discussion about the role, please contact Emma Robinson, Director of Policy & Public Affairs, via emma.robinson@historichouses.org

Application details

The closing date for applications is **Sunday 28 May**. First round interviews will take place in London on Wednesday 7 June.

Please email your CV and a covering letter (outlining your suitability for the role with reference to the skills and experience specified above) to Emma Robinson, Director of Policy & Public Affairs: emma.robinson@historichouses.org

Please include contact information for two referees and details of your notice period (if applicable).

We look forward to receiving your application.