

Policy and Public Affairs Manager – Renters’ Reform Coalition

Job Advert

Do you want to campaign to fix one of the most important problems facing the UK? Work with the Renters’ Reform Coalition as our new Policy and Public Affairs Manager to help change lives. We’re looking for a persuasive individual to help us influence change and give renters a voice.

You will work to achieve change at Westminster and across England, joining a fast-paced team at a vital time for legislation and politics around renting. You’ll have experience in influencing policies and laws, as well as the ability to create and deliver clear and persuasive messages for a wide variety of political audiences.

Above all, you should be passionate about improving the lives of renters through campaigning and working collaboratively with other organisations to deliver progressive change.

Application deadline: 11:59pm on 15th July 2024

Interviews: Monday 22nd July 2024

Job Start Date: 1st August 2024 or afterwards as soon as notice period allows

Salary: £38,000 per annum

Location: Hybrid (Work from home and London office)

Contract length: Fixed Term (18 months)

Working Pattern / Hours per week: Full time 35 hours per week, typically Monday-Friday 9-5pm with flexibility and occasional weekend working

Please submit a CV and a cover letter (no more than 2 sides of A4) to Tom Darling at tom@generationrent.org , which demonstrates why you want to work for the Renters’ Reform Coalition and how you meet the requirements in the person specification.

Job Description

Role purpose: develop and manage the RRC’s influencing efforts in service of RRC members’ efforts to secure reform of private renting.

Accountable to: Renters’ Reform Coalition

Duties & Responsibilities:

Public Affairs

1. Support the RRC to develop member-led influencing strategies aimed at achieving coalition priorities and aims.
2. Represent the coalition at meetings with parliamentarians, officials, and at other events, in line with agreed coalition messaging and priorities.

3. Liaise with external stakeholders on behalf of the coalition to secure support for the aims of the coalition.
4. Maintain a network of political contacts in support of coalition aims.
5. Monitor and engage with legislative developments within Westminster, and ensure RRC members are kept abreast of the latest political developments.
6. Work with the Campaigns Officer to plan and deliver events as part of the RRC's influencing strategy.

Policy

7. Work to build member-led consensus for joint RRC policy positions.
8. Oversee the coalition-led development and publication of RRC policy materials, including reports, written briefings for parliamentarians, and consultation responses.
9. Continually seek to build our evidence base to support the RRC's priorities and objectives.
10. Support the RRC's policy working group in all its activity.

General

- Take part in regular supervision, annual appraisal and development opportunities.
- Uphold the organisation's values and behaviours.
- Maintain confidentiality at all times and make sure proper observance of and adherence to the organisation's policies and procedures.
- Be able to work some unsocial hours as required in line with the demands of the role.
- Any other duties as reasonably required by the Renters' Reform Coalition.

Person Specification

Essential:

- Significant experience of planning and managing successful strategies to influence policy and legislation.
- Experience of building relationships to support influencing strategies.
- An understanding of local, regional, and national government policymaking processes.
- Experience of managing projects and working independently to tight deadlines.
- Experience of and sensitivity to engaging with a variety of political audiences.
- Excellent written and verbal and communication skills.
- Highly organised, able to prioritise tasks and deliver to a high standard.
- Commitment to diversity and inclusion, including sensitive and accessible communications.

Desirable

- Experience of living in the private rented sector.
- Experience of managing policy-related research projects.
- Experience working with coalitions to build consensus and facilitate discussions among diverse organisations and stakeholders, including with charities or trade unions.
- Knowledge of housing policy and current issues affecting the private rented sector
- Experience of social media and website content management.