

Job description

Job Title: Policy and External Affairs Officer

Date: October 2021

Reporting to: Policy and External Affairs Manager

Location: London – hybrid working post-pandemic

Overview

CI Arb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 18,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CI Arb works in the public interest through an international network of 41 branches.

Job Overview:

The Policy and External Affairs Officer will play a key role in ensuring the success of CI Arb's Policy and Public Affairs Strategy. Reporting to the Policy and External Affairs Manager, they will deliver against the Department's policy influencing objectives through building and maintaining relationships with key decision-makers, partner organisations and other important stakeholders, in pursuit of our ambition to be the leading voice on ADR matters in public policy around the world.

They will be responsible for delivering the team's public affairs strategy and leading on specific policy projects across a wide range of areas. They will manage communications with key stakeholders (including Government Ministers and other stakeholders), lead on meeting briefings, draft policy reports and author consultation responses. In collaboration with the Head of Policy, they will regularly represent the Institute at meetings with external stakeholders, including those at a senior level. They will also play a leading coordination and administration role across the department – including for the Research and Academic Affairs Manager.

They will work collaboratively with colleagues across the organisation to develop the policy influencing programme and ensure it aligns with the wider activities of the organisation. This will also involve working with the various Governance structures of the Institute (such as the Practice and Standards Committee) where necessary. They will work closely with the Research Manager to ensure Policy, Public Affairs and Research work is aligned.

Key Responsibilities:

- Execute the delivery of the CI Arb Policy and External Affairs Strategy, in pursuit of the Department's vision of CI Arb as the voice of ADR.
- Devising and implementing an effective horizon scanning plan, assessing the policy landscape using a range of information sources (e.g. parliamentary update services, websites, TV/Press, technical

publications) and anticipating potentially important developments (including policy announcements, government plans, and consultations) in advance.

- Managing relationships with key stakeholder groups, including day-to-day management of the APPG for ADR.
- Identifying relevant opportunities for the Policy and Public Affairs function and initiating plans to exploit such opportunities.
- Authoring correspondence, consultation responses, briefings and policy reports.
- Liaising with colleagues internally, and with key members/committees as appropriate to inform our policy positions.
- Overseeing effective information flows both within the Department and with other teams across the Institute.
- Executing a range of administration and coordination tasks, including assisting with the management of team diaries, taking minutes during meetings, and ensuring all files are kept up to date.
- Collaborating with colleagues in the Dispute Appointment Service to promote the use of ADR generally (and CIArb disputes schemes in particular).
- Organizing and preparing for key stakeholder meetings with Parliamentarians, Ministers and others, both in partnership with the Head of Policy and independently.
- Leading on the planning and execution of key events and engagements within the Strategic Engagement Program (such as Party Conference fringe meetings, policy roundtables and Parliamentary receptions).
- Develop a strong institutional memory for the Policy and Public Affairs function through the establishment and maintenance of effective data management systems.
- Oversee relationships with external service providers (such as political monitoring services and event organizers) and working with the Head of Policy to negotiate optimum deals with those suppliers.
- To undertake continuous personal and professional development which contributes to knowledge and skills within the ADR subject area
- To comply with CIArb policies relating to health and safety, equality of opportunity and data management
- Undertake other tasks and activities as required from time to time by the Policy and External Affairs Manager.

Requirements:

Essential:

- Degree level or higher standard of education
- A good understanding of the policy process and how to influence public affairs
- Excellent knowledge of current affairs and a keenness to engage in public policy debates
- Good understanding of political institutions in the UK, Europe and worldwide
- Experience of building positive and productive relationships with colleagues, clients and other stakeholders
- An ability to draft policy briefings, letters and reports for high-level stakeholders
- Excellent administrative and coordinating skills, including the ability to manage diaries, oversee the maintenance of key files and ensure effective information flows across the team.
- Experience of planning and executing events (e.g. party conferences)
- Ability to analyse complex and detailed materials and draw conclusions in a clear and precise manner

- Outstanding organizational skills and the ability to manage and prioritize multiple projects with conflicting deadline pressures and competing priorities
- Excellent written and oral communication skills
- An ability to ‘horizon scan’ the policy landscape and identify relevant opportunities and threats
- Confidence in working autonomously/independently to meet ever-changing deadlines
- Is results driven, has a positive ‘can-do’ attitude and demonstrates high energy and an inclusive approach to decision making
- Excellent problem-solving skills
- Demonstrates a strong corporate ethos and is an effective team member
- Demonstrates integrity, trust, openness and respect in dealings with people
- Entrepreneurial and creative, with a flexible, commercial focus

Desirable:

- Prior experience in an integrated Policy/Public Affairs environment
- Other professional qualification(s) in the relevant ADR areas
- Background knowledge of the ADR market and the relevant institutions
- Experience of working in a similar role (e.g. Executive Assistant, Team Coordinator or similar)
- Experience of working with people of various cultures

Summary terms and conditions

- Contract:** Permanent , Full-Time (35 hours per week)
- Salary:** circa of £30,000 per annum (depending on experience)
- Annual leave:** 25 days holidays per annum plus UK bank holidays
- Pension:** Generous Pension Scheme (from day one of joining CI Arb)
- Healthcare:** Company scheme subject to terms and conditions.
- Life assurance:** Company life assurance scheme.
- Other Benefits:**
- Season ticket loan
 - Cycle to work scheme
 - Perkbox (employee money saving platform)
 - Flexible working hours
 - EAP (Employee Assistance Program)
 - Social events e.g. Christmas party, summer party, International day, Charity events
 - 1 a day (Fruit in the office)

Location: CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

Notes: **We are keen to encourage applicants from all identities and walks of life.**

Apply: To apply for this job opportunity, please click on [APPLY HERE](#)

Closing date: 26 October 2021