



Recruitment pack



Loyalty & Trust
Professionalism
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CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: Policy and External Affairs Manager

Date: October 2021

Reporting to: Assistant Director of Policy and External Affairs

Location: London – hybrid working post-pandemic

Overview

CIArb 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, CIArb works in the public interest through an international network of 41 branches.

Job Overview:

The Policy and External Affairs Manager will play a key role in ensuring the success of CIArb's Policy and External Affairs Strategy. Reporting to the Assistant Director of Policy and External Affairs, 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 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 Assistant Director of Policy and External Affairs, they will regularly represent the Institute at meetings with external stakeholders, including those at a senior level.

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 and Academic Affairs Manager to ensure Policy, External Affairs and Research work is aligned. They will also line manage the Policy and External Affairs Officer.

Key Responsibilities:

- Execute the delivery of the CIArb Policy and External Affairs Strategy, in pursuit of the Department's vision of CIArb as the voice of ADR.
- Overseeing 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.
- Managing the delivery of CI Arb's Diversity and Inclusion Strategy
- Line Management of the Policy and External Affairs Officer
- 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.
- 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 External 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 Assistant Director 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 CI Arb 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 Assistant Director of Policy.

Requirements:

Essential:

- Degree level or higher standard of education
- Prior experience in an integrated Policy/Public Affairs environment
- Excellent 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
- Experience of planning and executing events (e.g. party conferences)
- Knowledge of the ADR market and the relevant institutions
- 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 priorities 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:

- Other professional qualification(s) in the relevant ADR areas
- Experience of working in a political environment (e.g. MP's office or similar)
- Experience of line management
- Experience of working with people of various cultures

Summary terms and conditions

Contract:	Permanent , Full-Time (35 hours per week)
Salary:	circa of £40,000 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:	<ul style="list-style-type: none"> • 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