

## JOB DESCRIPTION

<b>Job Title</b>	Policy & Campaigns Officer
<b>Department</b>	Marketing Communications
<b>Responsible For</b>	Developing and preparing written responses to government consultations on proposed legislation Preparing articles, fact sheets, briefings and guidance documents on legislative changes Answering queries from staff and stakeholders and be the main point of contact for a wide range of policy issues
<b>Job Grade</b>	5
<b>Salary Range</b>	
<b>Reports to</b>	Senior Policy and Campaigns Officer

### Job Purpose:

Supporting lobbying activity and delivering a diverse range of high quality written communications.

### Main Duties and Responsibilities:

- Working with the Senior Policy Officer, Marketing Communications team and Chief Executives to articulate policy positions in writing to influence key stakeholders. Preparing persuasive and reasoned responses to government consultations and calls for evidence across residential sales and lettings, with support to issues relevant to auctioneering, commercial property management and inventories.
- Writing articles for channels including the Propertymark websites and Property Professional magazine.
- Creating fact sheets on relevant policy developments.
- Building and maintaining an awareness of the sector landscape and being highly organised to manage deadlines for written responses to a variety of consultations and calls for evidence.
- Attending internal and external sector meetings and presenting as appropriate.
- Pivotal to the role is work to present elements of draft Bills, Acts of Parliament, Statutory Instruments, and Regulations in forms that can be easily understood by practitioners and Propertymark staff (members and the wider sector).
- Assisting with lobbying Government, MPs, and other relevant parties on issues affecting the property industry.
- Creating persuasive and engaging written content to support campaign messaging and wider external affairs.
- The Policy and Campaigns Officer will be the point of contact for a wide range of policy issues, providing some support to Propertymark staff and members with responses to technical queries.
- Attention to detail and accuracy are essential in this role.
- Any other responsibilities or tasks as reasonably requested by the business

**Key working relationships:**

- Marketing Communications team
- Senior Managers
- Key industry stakeholders

**Job Requirement / Skills**

- Persuasive communication skills
- Experience of writing well developed, evidence-based responses to consultations
- A working knowledge of legislative processes and procedures is essential
- Commitment to Propertymark's mission, vision and values
- Experience of interpreting legislation
- The ability to professionally work with senior staff
- Experience of managing stakeholder relationships
- Applicants must be able to demonstrate the ability to draft formal reports and position papers.

**Education / Experience:**

- Degree in relevant discipline
- Experience of role relevant to legislative activity or lobbying and policy
- Experience in external relations
- Experience of developing policy lines and working with senior staff
- You will have experience of providing policy briefings on technical issues, dealing with senior personnel and managing complex stakeholder relationships.