

Northern Housing Consortium

Job Title: Senior Public Affairs Officer

Responsible to: Head of Policy and Public Affairs

Section: Policy and External Affairs

1 Main purpose of the role

- To manage and implement the NHC's public affairs strategy and plan – developing and delivering our influencing work with politicians, civil servants, and key stakeholders. This will support our vision and policy areas of focus in our corporate plan.
- To arrange and manage a programme of events, visits and tours for parliamentarians, senior civil servants, and stakeholders – in the North of England and in Parliament.
- To lead on producing briefings for the Chief Executive and members of the Executive Management team, to prepare them for meetings with politicians, senior civil servants, and stakeholders.
- To work with the policy, communications, and member engagement teams on campaigns, report and project launches, ensuring politicians and stakeholders are engaged and informed.
- To arrange and manage the Policy and Public Affairs Network, ensuring the meetings are engaging and well attended by NHC members.
- To ensure close working with colleagues across policy, communications, and membership for all public affairs activities.

2 Key Tasks and Responsibilities

- Develop the public affairs strategy and plan, so it remains relevant and in-line with the organisation's corporate plan. Use external and internal intelligence to identify, map and prioritise key stakeholders – including MPs and ministers.
- Manage and implement public affairs activities needed to deliver the NHC's public affairs strategy and plan.
- Lead on planning and organising the NHC's public affairs events, visits and tours – including visits with ministers, events in Parliament, and related roundtable dinners – for politicians, senior civil servants, and key stakeholders. Working in consultation with the Head of Policy and Public Affairs and the Director of Member Engagement.
- Project manage / supervise the work of colleagues who are supporting the delivery of public affairs activities.
- Build relationships with public affairs colleagues in member organisations and in other housing sector bodies. Including, arranging and managing the NHC's Policy and Public Affairs network, for NHC members, working with the Head of Policy and Public Affairs.
- Manage a programme of meeting and networking opportunities for the Chief Executive and Executive Director (Policy & External Affairs), which supports

the public affairs strategy and plan. Lead on producing briefings for these meetings, working with policy colleagues.

- Play a key role in producing the NHC's On the Day Briefings – which are provided to members following key Government announcements. These are produced by a team, but this role is important in helping the team prepare for the briefings and producing them on the day.
- Research and produce a Parliamentary monitoring email, to keep the policy team and Director informed of events – Parliamentary Questions, Debates, etc, taking place in Parliament.
- Play an active role in the NHC's internal meetings to deliver the Corporate Plan, bringing your public affairs experience to these meetings.
- Work closely with the communications team to identify, manage and deliver the NHC's policy and public affairs campaigns.
- Write stakeholder emails and copy for public affairs activities, which promotes and supports the NHC's work.
- Work with the IT team to develop Microsoft Dynamics CRM, so it supports the NHC's public affairs work. Capture information in the CRM and act upon intelligence obtained through day-to-day work.

3 We're all about people

- Act as an advocate and ambassador for the NHC.
- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met

4 Qualifications and Experience

For this role, we'd expect the holder to have:

- Experience of working in public affairs or similar role (E)
- Ability to quickly build new relationships and work well with people internally and externally (E)
- Self-directing and ability to use initiative (E)
- Willingness and ability to both manage and deliver public affairs projects and activities (E)
- Good communication skills – written and verbal (E)
- Professional and able to act as an ambassador for the organisation (E)
- Able to prioritise work, work under pressure, and meet deadlines (E)
- High personal integrity, tact, diplomacy, and confidentiality (E)
- Experienced in Microsoft Office, especially Word, Excel and Powerpoint (E)
- Ability to manage or supervise the work of others (D)
- Knowledge of housing or local government sector and relevant issues (D)

May 2025