

Job Description

Job Title:	External Engagement Officer
Location:	Central London
Job Grade:	EO
Salary Range:	£28,500-£30,000
Responsible To:	Head of Communications and External Affairs
Purpose of the Job:	<p>The Children's Commissioner for England promotes and protects the rights of children, especially the most vulnerable. This includes special responsibilities for the rights of children who are in or leaving care, living away from home or receiving social care services.</p> <p>Independent of Government, the Children's Commissioner has unique powers to help bring about long-term change and improvements for children. She is the 'eyes and ears' of children in England. Her messages to policy and decision makers, leaders of industry, charities and sometimes parents provide insight, evidence and challenge to us all to provide the best support possible for children as they grow up.</p> <p>This is an external facing role with responsibility for managing relationships with parliamentarians and external stakeholders. You will explore ways to develop our relationships with stakeholders, keeping in close touch with them to promote our agenda and be informed about theirs.</p> <p>You will also keep up to date with political changes and current affairs, being able to provide responses to Oral Parliamentary Questions and briefings for MPs.</p> <p>Whilst the post holder has specific responsibilities, as a member of a small team it will be necessary to become familiar, through time, with other associated aspects of the work of the Office in order to provide cover for colleagues during busy periods and absences. The postholder will be proactive and willing to contribute to the overall performance of the team.</p>
Specific Duties:	<ul style="list-style-type: none"> • Keeping MPs, think tanks, charities and third parties informed of the OCC's work • Draft guidance on OCC's work to support Select Committees in their work

	<ul style="list-style-type: none"> • Facilitate relationships between the OCC and key stakeholders in Whitehall and Parliament, including implementing a plan to significantly boost the awareness of the OCC's work across Parliament • Building relationships with cross-Party MPs • Be aware of all legislation relevant to the OCC's work as it moves through Parliament in order to provide support to the Office and liaison where appropriate • Third Party and MP briefings on topics related to the work that the OCC is undertaking; framing our policy and research reports into appropriate briefings for MPs and other key stakeholders. • Preparing responses to Oral Parliamentary Questions • Providing regular updates for MPs, including producing a newsletter detailing the current work of the OCC • Organising visits with MPs to keep them informed of the OCC's work • Maintaining a database of MPs and their office contacts, updating and recording changes as necessary • Brief the Commissioner and wider team on political developments • Attend meetings and events on behalf of the Commissioner, often outside of normal working hours • Organise events and engagement with policy makers within Whitehall and Westminster
<p>Essential Skills/Experience Required:</p>	<ul style="list-style-type: none"> • Excellent written and verbal skills • Direct experience in External Affairs, Government relations and/or stakeholder engagement roles, or customer relationship management • An eye for emerging issues and trends which might influence or benefit our work • Strong influencing skills and the ability to build rapport with a range of stakeholders, complemented by the ability to prioritise and manage competing demands • A track record of working collaboratively with colleagues at every level across an organization and with external partners • An understanding of political/news landscape, able to advise on risks and reputational issues and demonstrate political awareness • Experience of contributing to a fast-moving project and working to tight deadlines
<p>Desirable Skills/Experience</p>	<ul style="list-style-type: none"> • Public sector experience, either in local or central government • Experience of using insight and evaluation to improve communications • Stakeholder management experience related to campaigns that have a low cost/no cost element • Experience of briefing senior officials • Excellent knowledge of Microsoft packages such as Excel and PowerPoint

Changes	This is a description of the job as it is presently constituted. It is the OCC's practice to review and update job descriptions from time to time.
Date:	November 2021