



Head of Public Affairs

Reporting to the Director of Communications, this is a full-time position, to start in Autumn 2021.

An opportunity to join a highly motivated Communications team, with responsibility for the planning, coordination and delivery of the Free Market Forum (FMF) and leading on all other civil society and public affairs outreach for the Institute of Economic Affairs.

Launched in April 2021, the FMF encourages free market thinking. It counts over 60 Parliamentarians among its supporters and, through research, events, newsletters, articles and dialogue, examines and expounds the importance of economic liberalism, free speech, and a free society.

The right candidate will be a motivated, organised, strategic thinker with excellent communication skills and attention to detail, capable of independently managing initiatives, running high profile events, and delivering projects from start to finish, and with a passion for the IEA mission.

The Head of Public Affairs will need to establish and grow a network of contacts, building relationships with ministers, Special Advisers, civil servants, MPs, researchers and civil society organisations. They will need to translate ideas and educational material into compelling briefings and reports.

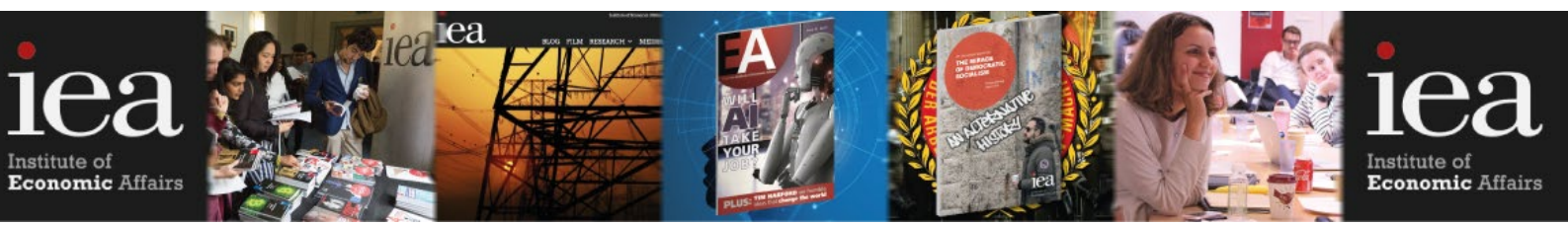
The role will involve some travel and hours can be irregular, to suit the timing of meetings and events.

Knowledge, Skills and Experience:

- A minimum of 18 months experience working for a think tank, research institute, within Parliament or similar is essential.
- Demonstrable political and economic awareness is required alongside a good understanding of the IEA's history and research catalogue which you will be communicating and promoting to key IEA audiences.
- Experience – and knowledge – of the workings of the UK Parliament, and a strong network of contacts.
- Proven experience of running successful projects from concept stage to completion.
- Exceptional written, presentational and numerical skills with meticulous attention to detail.
- An assured and confident manner when dealing with IEA stakeholders to include politicians, academics, and journalists.
- Excellent tech-literacy, capable of using common office, mobile communication, and social media tools.
- Willingness to work flexible and sometimes unsocial hours.

Duties include, but are not restricted to:

- Shaping and implementing the FMF vision and strategy.
- Running the FMF programme of activity.
- Management of the FMF website and FMF digital.
- Outreach (newsletters, updates, reports) to key audiences.
- Organising and delivering events at Party Conferences.
- Representing the IEA.
- Ensuring the maintenance of accurate records and databases.
- Supporting the Communications team and wider IEA team as required.





Reporting line:

Annabel Denham, Director of Communications

Closing Date:

17:00, Friday 17th September

Interview / Start dates:

Week commencing 27th September / mid-Autumn 2021

Salary:

Commensurate with experience

Application Details:

Please send the following to careers@iea.org.uk

- Curriculum vitae
- Covering letter explaining why you are the best person for the job

Website: <https://iea.org.uk/>

