**Job Description**

**JOB TITLE: Communications Officer (Public Affairs)**

**REPORTS TO: Director of Communications**

**RESPONSIBLE FOR: N/A**

**TYPE OF CONTRACT: Permanent**

**SALARY BAND: B**

**HOURS OF WORK:** Such hours as are necessary to fulfil the duties. This will involve a minimum of 35 hours per week, and include work in evenings and weekends as required.

**LOCATION:** BPA central London offices. Travel may also be required in the UK as necessary

**JOB PURPOSE:** The Communications Officer will support domestic and international stakeholder relations for the organisation. You will develop domestic and international policy and develop a targeted contact programme with politicians, civil servants, stakeholder organisations and international counterparts.

The Communications Officer will support the Director of Communications on programmes of activity which seek to fulfil the organisation’s vision ‘Through Sport inspire a better world for disabled people’. These currently include an education programme and celebrations of the birthplace of the Paralympics in Stoke Mandeville.

**GAMES-TIME ROLE:** All Games-time roles at the BPA will be discussed and agreed for each Paralympic Games.

**KEY RESPONSIBILITIES IN DETAIL:**

**Public Affairs**

* Work with the Director of Communications to develop and implement the public affairs strategy.
* Recommend appropriate tactics for effective engagement to raise awareness and strengthen our reputation with key policy makers and decision-makers.
* Develop contact programme with relevant stakeholders including Government Ministers, MPs and Peers, Civil Servants and Stakeholder organisations.
* Horizon scan for upcoming policy developments and activities and identify opportunities for influence including drafting responses to parliamentary, government and other consultations.
* Prepare high-quality briefing materials for political audiences and senior internal stakeholders to support influencing priorities.

**Policy**

* Lead the development of BPA responses to Government consultations and other stakeholder responses.

**International**

* Support the Director of Communications, Chief Executive and Chair in representation of the British Paralympic Association in international engagement including the development of policy and briefing papers.
* Support in developing and implementing campaign plans for BPA candidates for international positions.
* Organise International Relations Committee meetings and provide the administration for the group.

**Social Impact**

* Support the Director of Communications in the development and implementation of the Social Impact strategy.
* Organise Social Impact Committee meetings and provide the administration for the group.

**Research**

* Working with the Director of Communications to commission and conduct research for the organisation including research on public attitudes.

**Events**

* Identify and organise opportunities for influencing events for key contacts.

**Get Set Education programme**

* Responsible for oversight of education programme including copyediting education materials, organising athlete appearances and agreeing content for Get Set modules.

**Paralympic heritage**

* Support the Director of Communications in stakeholder engagement around the promotion of Stoke Mandeville as the birthplace of the Paralympic Movement. Including assisting with the flame celebration at the stadium ahead of each Winter and Summer Games and supporting the Paralympic Heritage Trust in its work.

**Correspondence, Planning and Databases**

* Draft correspondence with key contacts on behalf of the organisation.
* Develop and manage parliamentary and stakeholder contact management database
* Provide administrative support to the Communications team as required

**PERSON SPECIFICATION**

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| **QUALIFICATIONS**  **Desirable** –   * Educated to degree level or equivalent relevant professional experience |
| ROLE REQUIREMENTS  * Some international travel including Summer (Tokyo 2020) Paralympic Games * National travel to BPA and NGB events * Out of hours as required   Due to its engagement with the ParalympicsGB teams at both the Summer and Winter Games, an assessment process may be undertaken to determine whether or not the post-holder requires a DBS Disclosure and Barring Service (DBS) List check. |
| **KNOWLEDGE AND SKILLS**  **Essential**   * Public Affairs experience, ideally within the sports sector; * Experience of working with politicians and national stakeholders and evidence of having built effective relationships with key contacts; * Strong communication skills with the ability to write key messages and documents to a high level and tight timescale; * Experience of organising events * Experience of developing policy and/or research   **Desirable**   * An understanding of the national and international sport landscape; * A knowledge of, and passion for, sport. * An understanding of the BPA, its function and role and the environment in which it operates; * Fundraising and charity communications * General knowledge of disability sport |
| **BEHAVIOURAL COMPETENCIES AND QUALITIES**  **Communication**: The ability to express message and impart information clearly, concisely and convincingly to a wide variety of audiences and through a variety of mechanisms, including both verbal and written communication.  **Creativity**: The ability to understand a problem or issue, and the factors that influence it, and consider constructive inventive ways in which a solution can be found, and a positive work outcome achieved. The desire constantly to consider ways in which existing practices could be done better and more efficiently.  **Organisational Skills**: The ability to plan, organise and execute work programmes, working to tight deadlines. |

**VALUES**

The British Paralympic Association is an organisation with unique responsibilities and roles. However, we will only achieve our ambitions by working with and through others, and by appreciation of where we fit within the wider sporting landscape.

This partnership working internally and externally is driven by three values highlighted in the BPA Strategic Plan for 2017/21 “Inspiring Excellence”. You will therefore adhere to:

***Excellence***– everything we do as the BPA should be of the highest possible standard, and reflective of an ambition to be world leading.  We are committed to a flexible, proactive, challenging approach to all activity – recognising how our own commitment to ‘being better’ can support the similar ambitions of our athletes and team;

***Honesty*** – we will ensure that all engagement and communication is fair, open and grounded in an appreciation of others and their views, seeking to set and manage expectations of ourselves and others to ensure consistency and transparency; and

***Trust*** - our interaction with each other with key partners and the wider community will be characterised by respect and will seek to engender a belief in the value, ethics and integrity of the BPA.

*This job description and person specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.*