

## London First Job Description

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**Title:** Policy Manager, Connectivity and Competitiveness

**Reporting to:** A Programme Director, and working closely with other Programme Directors in the Connectivity and Competitiveness team

**Context:** London First is a business membership organisation, with the mission to make London the best place in the world for business. We're focused on keeping our capital working for the whole of the UK and remaining globally competitive.

Over the years we've galvanised the business community in advocacy and campaigning to solving the capital's key challenges.

We established Think London, now part of London & Partners, to promote the capital worldwide and encourage foreign direct investment; been instrumental in creating the Mayor of London; pioneered Teach First; driven the campaign for Crossrail; and, most recently, lobbied for action on airport capacity, which has led to the government's decision to build a new Heathrow runway.

Today we work with London's business leaders to develop pragmatic solutions to the capital's key issues: winning the race for talent, addressing the housing crisis and securing investment in public transport.

**Scope:** Permanent

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### Key deliverables

You will report to one of the Programme Directors managing our Connectivity and Competitiveness member and policy portfolio, and work closely with them to meet our objectives as set out in the business plan.

Your role is to support the Programme Director to deliver a programme of policy outputs and member engagement opportunities. We would envisage, over the course of a year, that roughly half your time would be on member engagement and half on policy development.

The role involves working with the Programme Director to support the following activities: account management of a portfolio of members; building and maintaining relationships with governmental stakeholders (national, local and London government); delivering a range of policy outputs (e.g. thought leadership, policy analysis, blogs and insights); and campaigning and advocacy.

You will report to a Programme Director as your line manager in respect of account management responsibilities. In addition you will be part of a bank of policy resource covering topics including transport, digital infrastructure, retail, tourism, business sustainability and the economy. Your policy work will be assigned on a six-monthly basis and you will report to a Programme Director.

Your line manager will support you in your development. We envision that over time you will assume responsibility for independently managing a small member portfolio against recruitment and retention targets and leading on the delivery of a policy output.

You will also work closely with other policy team colleagues on cross-cutting issues affecting the capital and the wider membership, and the corporate affairs team to support our communication and advocacy.

You will be expected to demonstrate strong team working skills, a 'can-do' attitude and the necessary flexibility required in a dynamic policy environment.

## Essential Tasks

### Account Management

- Proactivity support the Programme Directors in ensuring our members are engaged in our policy work and participating in our events, campaigning and advocacy
- Attend member and stakeholder meetings with Programme Directors, and manage following-up tasks and actions
- Build positive relationships with the day to day contacts in the membership
- Prepare member engagement reports, update engagement plans and action lists to support face to face meetings with members
- Draft briefs for meetings with senior business leaders for London First leadership and Programme Directors
- Update our customer relationship database

### Policy

- Provide a horizon-scanning and research function as directed by the Programme Director
- Lead on the research, initial drafting and proofing of policy outputs (e.g. thought leadership, policy analysis, blogs and insights)
- Support the delivery of policy workshops and roundtables by managing guest lists, liaising with speakers/ expert witnesses and preparing presentations
- Source expert speakers for London First events and liaise with those speakers, drafting speakers' and chairs' briefs as required
- Research and prepare government consultation responses, and work closely with the Programme Director on final submission documents
- Contribute to the intellectual debate, creatively and ideas generation of our various policy programmes

### **Experience profile:**

- Graduate, or equivalent professional experience, with knowledge of and interest in business, public policy and politics
- Experience in managing client relationships and supporting a wider team meet its objectives
- Excellent and proven written and verbal communications skills
- Proven ability to work well with, and influence, senior colleagues
- Candidates with a background in public policy, a public /government affairs agency, think tank or parliamentary role are encouraged to apply
- Experience in any of the following sectors would be advantageous (transport; aviation; infrastructure; tech; economic policy; retail; tourism)
- IT literate - knowledge of Microsoft Office (Word, Excel & PowerPoint) is essential.

### **How to apply**

- Please send your CV and a very brief cover letter to [dlutton@londonfirst.co.uk](mailto:dlutton@londonfirst.co.uk)

*London First is an equal opportunity employer. Our values support our vision of a truly inclusive, culturally and socially cohesive capital. We are committed to achieving and maintaining a workforce which represents the population from which we derive our business, in terms of age, disability, ethnicity, gender, religion and sexual orientation.*