

## London First Job Description

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**Title:** Policy and Engagement Officer (Internship)

**Reporting to:** Director Membership

**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.

We've galvanised the business community to bring pragmatic solutions to London's challenges over the years.

We have 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 government action on airport capacity, which has led to the government's decision to build a new Heathrow runway.

Now, we are working on solutions to what our business leaders see as the top priorities for our capital: talent, housing and transport.

We also scan the horizon, link with other cities, and support our members on the key issues that will keep our capital globally competitive.

**Scope:** A six month

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### Key deliverables

You will report to the Director who leads our People member and policy portfolio and support them and colleagues across London First to deliver a programme of policy outputs and member engagement opportunities to meet our objectives as set out in the business plan.

Initially your day-to-day duties will typically involve:

**Supporting the successful delivery of our policy roundtables and working groups.** Your duties will include logistical management of our policy meetings, preparing agendas and circulating these to members and stakeholders; notetaking and reporting of actions and next steps to attendees.

**Under the direction of the Director you will be involved in all aspects of our policy development and campaigning.** Your duties will typically include initial and primary research, but there may be opportunities to write and publish short thought pieces such as blogs and social media content in line with our policy objectives. You will work closely with our corporate affairs team to support our campaigning and advocacy.

**Supporting the Policy Team in engaging a broad spread of members in our policy activity.** You will contribute to building and maintaining strong relationships with our members. Your duties will typically include preparing briefings in advance of member meetings, recording tasks, ensuring our customer relationship database is up to date and contributing to member meetings.

We are a values driven organisation and you will be expected to demonstrate strong team working skills, a 'can-do' attitude and the necessary flexibility required in a dynamic policy environment.

## Tasks

The Director Membership, will manage your task list and capacity and will provide a structured work plan as you work across the Policy Team and rest of the business.

## Account Management

- Proactivity support the Policy Team as required in ensuring our members are engaged in our policy work and participating in our events, campaigning and advocacy
- Prepare briefs for Member Manager meetings with members and stakeholders, and manage following-up tasks and actions
- Update engagement plans and our customer relationship database

## Policy Meetings and working groups

- Prepare agendas and manage guest lists, liaising with speakers/ expert witnesses and help preparing presentations for the Policy Team
- Source expert speakers for policy events and liaise with those speakers, drafting speakers' and chairs' briefs as required

## Policy Development

- Provide a horizon-scanning and research function
- Support the drafting and proofing of policy outputs (e.g. thought leadership, policy analysis, blogs, insights and consultation responses)
- Contribute to the intellectual debate and ideas generation of our various policy programmes

## Additional cross organisational support

- From time to time you may also be required to work between the Policy Team and Business Development Team to support the recruitment of new members, e.g. undertaking research, preparing presentations.
- You may also be required to work between the Policy and Corporate Affairs Teams to support our campaigning activity.

## Key attributes, background and experience:

### Essential:

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

*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.*