

Job Description – Public Affairs Manager

Reports to: Head of Public Affairs
Based: Hybrid – home-based & Westminster office as required
Hours: Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week)

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose:

In the role of Public Affairs Manager, you will work as part of a proactive, energetic, and fast-paced team. Reporting to the Head of Public Affairs you will support development and delivery of our public affairs campaigning to impact and influence RHA's priorities in the four nations of the UK.

The role is crucial in the management of political relationships for the Association, working closely with parliamentarians and local government to promote the political status of the road transport industry. You will fulfil an essential role as an advocate for the industry, engaging on critical policy issues from labour shortages, skills policy, roads and infrastructure, and the industry's move towards net zero.

If you are an impact driven individual who wants to change and improve the policy landscape for road transport companies throughout the UK, this role could be for you. The role holder will have proven experience of working with national and/or devolved and local government and will be able to demonstrate delivery of impactful public affairs programmes and campaigns.

Proven experience of building and maintaining positive relationships with key political stakeholders is essential as is excellent understanding of the policy making process and the workings of national and regional governments.

Key responsibilities and duties:

- Build and maintain a strong network of policymakers in regional combined authorities, devolved administrations, Whitehall, related agencies, and other organisations.
- To proactively engage with members, of varying profiles, to ensure that the needs of all the RHA's members are represented.
- Produce and deliver key materials for stakeholders, ranging from private briefings to regular policy updates.
- Strong advocacy skills, representing RHA in meetings and at key external events.
- Contribute to RHA securing policy changes to enhance the position of the industry.

- Providing high-quality public affairs insight and support for colleagues
- Manage and deliver events throughout the year, including opportunities at Party Political Conferences, and in Parliament
- Deputising for the Head of Public Affairs as required and undertaking other duties or special projects

Key skills:

- Highly professional at all times
- Strong interpersonal and networking skills
- Strong organisational skills with attention to detail
- A high standard of official letter writing
- A self-starter with a great approach to teamwork
- IT literate and a comprehensive understanding of Windows based programmes to include Word, Excel and Outlook

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: