

## **Job Description – Policy and Engagement Lead – Northern Ireland**

**Reports to:** UK Director of Partnerships

**Based:** Northern Ireland

**Hours:** Monday-Friday 0900-1700, a flexible approach to working hours will be required due to the nature of this role.

### **Who we are**

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

Find out more about us and our values on our website <https://www.rha.uk.net/>.

At the RHA we believe that through collaboration and being a supportive, trusted partner, we can achieve great things. Our hybrid working approach allows our people to work both in our office locations and at home, providing flexibility and resources to succeed in your role.

At the RHA, our Equity at work strategy is aligned to our company values and who we are. We are committed to driving inclusion for all; aspiring to create a workplace that is fully representative of the communities and members we serve.

### **Role Purpose**

The Policy and Engagement Lead – Northern Ireland will be the leading representative of RHA in Northern Ireland, acting as the voice of members and ensuring their priorities are understood, championed and reflected in policy development and advocacy activity.

Working closely with members, government departments, elected representatives and industry stakeholders, the postholder will build strong relationships across the transport sector, gather member insight and intelligence, and translate this into influential policy positions that support a thriving, sustainable and competitive industry.

This role places a strong emphasis on member engagement, creating meaningful opportunities for dialogue, collaboration and networking, while ensuring members receive maximum value from their association membership.

### **Key Responsibilities**

#### **Member Engagement and Growth**

- Act as the primary point of contact for members across Northern Ireland, building trusted and productive relationships.
- Maintain a strong understanding of members' businesses, challenges, priorities and opportunities.

- Develop and deliver a programme of member engagement activities including regional meetings, forums, workshops, site visits and networking events.
- Facilitate member groups and sector forums, encouraging participation and gathering insight to inform the RHA's policy agenda.
- Work closely with membership colleagues to support member retention, recruitment and growth objectives.
- Identify opportunities to increase member engagement and demonstrate the value of association membership.
- Ensure members are kept informed of key policy developments, consultations and industry issues.

### **Policy Development and Advocacy**

- Lead the development of the RHA's policy activity within Northern Ireland, ensuring member priorities are reflected in all advocacy work.
- Monitor legislative, regulatory and political developments affecting the transport sector.
- Research, draft and deliver consultation responses, policy papers, briefings and position statements.
- Gather evidence and intelligence from members to support policy recommendations and campaigns.
- Work collaboratively with UK-wide policy teams to ensure Northern Ireland issues are represented within broader organisational priorities.
- Identify emerging issues and opportunities that may impact members and develop proactive responses.

### **Stakeholder and Government Relations**

- Develop and maintain effective relationships with ministers, MLAs, civil servants, local authorities, regulators and other key stakeholders.
- Represent RHA at external meetings, conferences, consultations and industry events.
- Position the association as a trusted and authoritative voice for the transport sector in Northern Ireland.
- Build partnerships with relevant business organisations, trade bodies and industry groups to support shared objectives.
- Advocate for practical, evidence-based solutions that support members and the wider economy.

## **Communications and Representation**

- Deliver engaging presentations, briefings and updates to members and external audiences.
- Support the development of policy-led communications, member updates and thought leadership content.
- Act as a spokesperson for RHA where appropriate.
- Contribute regional expertise to media activity, campaigns and public affairs initiatives.
- Promote the RHA's activities and successes across Northern Ireland.

## **Internal Collaboration**

- Work closely with colleagues across policy, membership, communications and commercial teams.
- Share member intelligence and market insight to support organisational strategy and decision-making.
- Contribute to business planning and delivery of strategic objectives.
- Maintain accurate records of stakeholder and member engagement activities through CRM systems and reporting processes.

## **Person Specification- Essential Experience and Skills**

- Experience in policy, public affairs, stakeholder engagement, membership management or a related field.
- Strong understanding of the Northern Ireland political and policy landscape.
- Proven ability to build and maintain relationships with a wide range of stakeholders.
- Excellent communication and influencing skills, both written and verbal.
- Experience of facilitating meetings, forums or stakeholder groups.
- Ability to analyse complex issues and translate them into clear, practical recommendations.
- Strong organisational skills with the ability to manage multiple priorities and competing deadlines.
- Self-motivated, resilient and able to work effectively both independently and as part of a wider team.
- Willingness to travel regularly throughout Northern Ireland and occasionally across the UK.

### **Desirable Experience**

- Experience working in a trade association, representative body or membership organisation.
- Knowledge of the transport, logistics, coach or freight sectors.
- Understanding of regulatory and operational issues affecting transport operators.
- Experience engaging with government departments, elected representatives and regulatory agencies.
- Existing network of contacts within the Northern Ireland transport and business community.

### **Key Competencies**

- Member Focus and Relationship Management
- Stakeholder Engagement and Networking
- Policy Analysis and Advocacy
- Political Awareness
- Strategic Thinking
- Communication and Influencing
- Collaboration and Teamwork
- Initiative and Problem Solving

### **Success Measures**

The successful candidate will:

- Establish strong, productive relationships with members across Northern Ireland.
- Deliver a comprehensive programme of engagement events and member forums.
- Increase member participation in policy consultations and industry initiatives.
- Strengthen the RHA's profile and influence with policymakers and stakeholders.
- Produce high-quality policy outputs that reflect member priorities and deliver measurable impact.
- Enhance member satisfaction, retention and engagement across the region.
- Ensure Northern Ireland members feel connected, represented and supported by the association.

### What we offer

We believe that taking care of our employees is the key to their success. That is why we offer an excellent remuneration and benefits package, 25 days holiday entitlement plus bank holidays for full-time employees and paid leave for charity projects. You can also purchase additional holiday.

We offer an extensive benefits package including private medical and dental insurance following completion of probation, Cycle scheme, monthly prize draw, Medicash and pension schemes. We take pride in our commitment to supporting you at every stage of your career by providing top notch learning and development pathways.

### Support

If you require any reasonable adjustments or have an accessibility request as part of your recruitment journey, for example, extended time or breaks during interviews or assessments, a sign language interpreter, or assistive technology, please contact our HR team for further support. We are proud to be a Disability Confident Employer.

