

External Affairs Assistant (Placement Student)

Directorate: Corporate Affairs

Reports to: Public Affairs Manager

Job Purpose:

The ABI represents the UK insurance and Long-Term Savings industry. This is no ordinary industry – we are the largest exporter of insurance in the world and play an essential part in the UK's economy. A productive and inclusive sector, our industry supports towns and cities across Britain in building a balanced and innovative economy, employing over 300,000 individuals in high-skilled, lifelong careers, two-thirds of whom are outside of London. Our members manage investments of £1.4 trillion, contribute £18.5 billion in taxes to the Government and support communities and businesses across the UK.

The ABI works with government, regulators and policymakers to create and maintain effective insurance markets for consumers and represents the UK insurance market in the media.

The External Affairs Assistant will provide solid, reliable support to the ABI's press office and public affairs team with a range of practical and administrative tasks. In return, we will provide real world, varied and engaging work experience that will utilise the skill learnt in your degree in a real-world environment. The successful candidate will be exposed to the fast-paced environment and hugely varied agenda that goes hand in hand with life in a trade body for one of the UK's leading industries.

This is an ideal opportunity for anyone with a passion for politics who wishes to build the foundations of a career within politics, media relations and lobbying.

Principal Responsibilities

- Support and assist press and public affairs colleagues in monitoring, research and stakeholder mapping.
- Compile internal and external updates and newsletters including monitoring notes for an internal audience and political analysis for the ABI's website member pages.

- Coordinate responses to MP letters and inquiries on matters relating to insurance and long-term savings, including working with policy colleagues to draft replies and liaising with MP offices.
- Complete administrative tasks associated with the successful running of a busy public affairs team and press office such as arranging member meetings, updating stakeholder maps and activity logs, and dealing with enquiries to the team.
- Undertaking political research – producing biographies of parliamentarians, researching political interests of key parliamentarians.
- Work closely on a variety of issues with wider Corporate Affairs Directorate.
- Promote the aims and objectives of the ABI and help secure the outcomes and deliverables set out in the ABI Business Plan.
- Undertake such other duties as may reasonably be required by the ABI.

Skills, Knowledge and Experience

- A keen interest and good basic knowledge of current affairs and politics and a desire to learn about the insurance and long-term savings industry.
- High level of attention to detail and accuracy.
- Fluent written and spoken English.
- Excellent oral and written communication skills, with the ability to adapt communication style to a wide range of different people.
- A curious, inquisitive nature – asks the right questions to seek to understand and improve.
- Proactive, organised and self-motivated to manage workload and meet agreed deadlines.
- Willingness to work collaboratively and contribute to the wider work of the ABI.

Behaviours Associated with The ABI Values

- **Ownership:** takes a solutions-focused approach and can be relied on by others to deliver work. Communicates effectively with all colleagues and stakeholders, identifying when their involvement is needed in various workstreams.
- **Curious:** demonstrates a high level of curiosity – asking questions, willing to try new ideas and consistently looking to expand own knowledge. Proactively seeks out and shares new ideas and approaches with others.
- **Brave:** demonstrates willingness to challenge others' perspectives to get a more positive outcome.
- **Human:** behaves respectfully towards all colleagues and stakeholders and treats them as individuals.
- **Appreciative:** actively makes time for quality engagements and builds positive working relationships with colleagues and stakeholders, including providing feedback, showing gratitude and finding ways to celebrate success.