



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Title	Policy and Government Relations Officer
Location	London (Hybrid)
Reporting to	Government and Parliamentary Relations Manager
Term	Permanent
Salary Range	22-28k
Pay Level	

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people’s lives? If so, we’d love to hear from you!

Role Summary

The Careers & Enterprise Company have an exciting opportunity for someone early in their career in government and parliamentary relations.

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education. Our government, parliamentary and policy work is hugely important at a time when careers education as part skills policy is so crucial for post-covid recovery.

You will join a supportive team working in a fast-paced environment to help us engage across Parliament and Government on our mission to help every young person to take their next best step out of education.

The right candidate will need to demonstrate a keen enthusiasm for politics and current affairs, with a proactive nature and a willingness to learn. Strong organisational and communications skills are also essential.

Key Responsibilities

1. Daily horizon scanning of the news cycle and political monitoring on key policy and political developments in the education, skills and careers space – drafting summaries for the team where necessary.
2. To work with Government Relations colleagues on briefings and engagement activities for key policy and political stakeholders with opportunities to attend external meetings / events.
3. To undertake ad hoc research and project work as arises.
4. Essential administrative support, including mass email correspondence, arranging meetings, event management support and ensuring our contact management is updated and maintained.
5. To undertake other tasks necessary to support the smooth and effective operation of the External Affairs team.

Qualifications and experience required
The role doesn't require formal qualifications but may suit a graduate early in their career in government and parliamentary relations (but is not exclusively aimed at someone of this background).
Skills and core competencies
<ul style="list-style-type: none">• Exemplary and accurate written work• Strong research skills• Ability to build rapport and relationships with colleagues• Excellent time management and multitasking skills• Self-starter and self-sufficient but able to be a team player, working with different colleagues and teams across the Company• Proficient in all MS office programmes

Job Profiles are not part of the terms and conditions of employment and may be subject to change.

To apply send your CV and a cover letter detailing why you're interested in this role and how your skills and experience match the job description to rebecca@ihaveavoice.org.uk by 6pm 20th July.