



# Public Affairs Advisor

(3 month contract - salary £32k pro rata)

## Role specification

- To work closely with the Legal and Policy Advisor to strategically drive forwards SEA's public affairs work on the Domestic Abuse Bill, including the charity's calls on Government to adopt an amendment on post-separation abuse.
- To lead the charity's delivery of public affairs work on the Bill, ensuring that the charity's tactics are effective and reassessed where beneficial, and that Parliamentarians, their staff, and other decision makers have a positive experience of working with the charity.
- To work with the Legal and Policy Advisor to ensure that high quality resources are created (such as briefings) for use with Politicians and other decision makers, and to use these to create change as the Bill progresses through Parliament.
- To monitor and evaluate SEA's public affairs work on the Bill, including tracking contact with Politicians.
- To set up and hold high quality meetings with Parliamentarians, their staff and other decision makers where beneficial to the charity's objectives, clearly communicating SEA's messaging and policy calls.
- To provide sound and effective public affairs advice to the CEO and other SEA colleagues
- To ensure that public affairs work is integrated with other SEA work where appropriate, including communications, to support the delivery of the charity's objectives.
- To provide additional policy support where needed.
- To deliver other projects and pieces of work within the scope of public affairs as required.

## Candidate criteria:

- At least three years' experience of working within a public affairs role.
- Excellent knowledge of the UK Parliament and legislative processes.
- Demonstrable experience of affecting legislative/policy change through public affairs work.
- Strong written and verbal communication skills and demonstrable experience in using these to influence stakeholders.
- An understanding of the UK charity sector.
- The ability to quickly synthesise new information.
- Excellent team working skills.
- A commitment to SEA's mission and values.

**Please contact Helen Liles, Head of Operations**  
**[helen.liles@survivingeconomicabuse.org](mailto:helen.liles@survivingeconomicabuse.org) if you would like to discuss**  
**this opportunity.**