

Job Description	
Job Title:	Government Affairs Advisor
Location:	Westminster Office
Reports to:	Head of Public Affairs
Responsible for:	N/A
Job Purpose:	
<p>To play a key role in developing and implementing FSB’s Government Affairs strategy for the UK and England. The purpose of this role is to successfully influence decisions made by Government and Parliament so that they improve the public policy and economic environment for small businesses, working collaboratively with other teams in the Westminster office and across FSB, providing political advice and support in meeting FSB’s objectives.</p>	
Key Areas of Accountability	
Political relationships and influencing activity	
<ul style="list-style-type: none"> • Evaluate the risks, benefits or opportunities to small businesses within the current political context; and proactively work, in co-ordination with the rest of the Government Affairs team, to influence decisions to maximise benefits for small business or mitigate challenges. • Initiate and develop frequent, proactive and high-quality contact with MPs and political stakeholders. • Write briefings/letters and develop and manage FSB’s relationships with MPs, Peers, Ministers and other political stakeholders. • Act as point of contact for MPs, Political Parties, Special Advisors, Departmental External Affairs officials and other relevant contacts. • Represent FSB at external meetings and events with political, government and other stakeholders. • Draft submissions to select committees and parliamentary inquiries. 	
Delivery of FSB’s political events programme	
<ul style="list-style-type: none"> • Lead on FSB’s Party Conference activity and on political and Parliamentary events. • To lead on managing contracts and strategic partnerships for events, political monitoring and other government affairs related contracts. 	
Work with colleagues in policy, media and communications and other staff teams in FSB	
<ul style="list-style-type: none"> • Work as part of FSB’s Westminster Office’s cross-function ‘project teams’, working to advance FSB’s work on particular policy topics, typically alongside colleagues from FSB’s policy, international and media teams. • To work with the media and communications team to provide a Government affairs perspective on opportunities to communicate FSB’s key messages in the media, including 	

This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.

input into draft press releases and preparation for broadcast interviews; and to contribute to external and internal communication of FSB's activities.

- To work with the policy and international team to input into draft policy plans, reports and research and Government consultation responses, including to proactively identify opportunities and risks in policy development.
- To work as needed with FSB's field staff team and devolved teams, who hold local relationships with MPs, ensuring that messages are communicated well and that local and national work complements each other.
- Work with other teams in FSB as opportunities arise.

Work with FSB members

- To brief and provide strategic political advice to FSB's member leadership and staff colleagues ahead of external meetings, for example in advance of meetings with senior Ministers.
- To provide government affairs support to the elected member Policy and Advocacy Chair and National Chair, through drafting speeches, presentations, and letters to Ministers.
- To work with FSB's member committees, and the wider FSB membership, both to report on activity and to ensure member input is used to the best extent possible in government affairs work, and contribute to internal reports to FSB's Board.

Other duties

To undertake other duties relevant to the Department's activities commensurate with the level of the post, and as directed by the line manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	N/A	
Experience	<ul style="list-style-type: none"> • Relevant experience; for instance, in working for a Political Party; Government; Parliament; Public Affairs; Trade Association; Think-tank; Media Organisation; Campaigning organisation or in an in-house Corporate, Government or Public Affairs function 	<p>Experience in:</p> <ul style="list-style-type: none"> • organising visits and events • running external influencing campaigns • briefing senior colleagues • carrying out policy development work • working with the media • managing contracts
Knowledge	<ul style="list-style-type: none"> • Good knowledge of politics, parliament, current affairs and Government 	<ul style="list-style-type: none"> • Knowledge of small business or economic policy issues • Knowledge of external influencing campaigns
Skills	<ul style="list-style-type: none"> • Ability to work proactively on own initiative. • Excellent organisational skills and attention to detail. • High-quality written English • Excellent verbal communication skills • Good political judgement and critical thinking • Ability to collaborate effectively with colleagues 	<ul style="list-style-type: none"> • Analytical/statistical/numerical ability • Articulating complex policy nuance, including under challenge from external stakeholders • High-quality influencing and negotiating skills
Specific requirements	<ul style="list-style-type: none"> • Willingness to undertake occasional travel across the UK, and occasional planned work on weekends and evenings. 	