| **Job title** | External Affairs Manager | **Grade** | Higher Executive Officer/IO |
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| **Department** | (Dept to insert) | **Reports to** | Senior Executive Officer/SIO |

| **Job outline** |
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| **About the department**  (Organisation to insert their own text describing the size/shape/purpose of their department and where possible a specific mention of where this role sits in the comms team)  **About the role**  Working in an external affairs team for Government Communications is an exciting, inspiring opportunity that will challenge and develop you as a professional communicator. You will be working on impactful initiatives, helping to shape communications on issues that directly influence communities and everyday lives across the country.  We are looking for a dynamic and creative individual to join us and support our mission to deliver outstanding communications for audiences across the UK and beyond.  As External Affairs Manager, you will lead on developing and maintaining strategic relationships with key stakeholders and partners to support organisational objectives and reputation. Working closely with policy teams and senior leaders, and a diverse range of external partners and audience groups you will manage stakeholder relationships and create compelling engagement strategies that drive positive outcomes. You will use various techniques to understand and inform stakeholder conversations, while working collaboratively across government to deliver communications priorities.  **About Government Communications**  By joining a communications team, you will become a member of Government Communications, a well-established profession of communicators working in government departments, agencies and arm’s-length bodies. You’ll benefit from continuous professional development from our new learning and development curriculum, a network of skilled communicators sharing best practice, mentoring opportunities, and much more!  Learn more about how joining the communication profession can support your career and development by visiting the [careers page](https://www.civil-service-careers.gov.uk/professions/working-in-communications/).  For help with writing your application, please take a look at the Government Communications [recruitment top tips for candidates guide](https://gcs.civilservice.gov.uk/career/recruitment-guidance/recruitment-top-tips-for-candidates/) and the Civil Service [guide to artificial intelligence (AI) in recruitment](https://www.civil-service-careers.gov.uk/artificial-intelligence-and-recruitment/), |

| **Key responsibilities** |
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| We are looking for motivated and creative individuals to join us and embark on an exceptional career in government communications.  Your key responsibilities will include:   * Shape and bring to life stakeholder engagement approaches that align with your organisation’s vision and help achieve important outcomes. * Share your insights with leadership teams on building meaningful connections with stakeholders. * Create and maintain detailed stakeholder mapping and analysis to inform strategic decision-making and track engagement outcomes. * Nurture key stakeholder relationships, crafting informative briefings for senior leaders and creating engagement opportunities. * Create and deliver stakeholder events and publication launches that resonate with audiences and make a genuine difference. * Gather and reflect on stakeholder feedback to enhance future engagement approaches.   With the support of an experienced network of peers and a strong focus on professional development, you will develop skills in line with these areas. |

| **Person specification** |
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| Government Communications is determined to ensure that the profession is representative of the audiences we are communicating with and welcomes applications from the widest range of people of different backgrounds, cultures and experiences. You can find out more by visiting <https://gcs.civilservice.gov.uk/>. |
| **Essential criteria:**   * Experience in stakeholder management and external affairs, with proven ability to build and maintain trusted strategic relationships at all levels. * Understanding of the political landscape and government priorities along with experience in navigating complex stakeholder environments. * Excellent written and verbal communication skills with the ability to write clear briefings for a diverse range of stakeholders and audiences. * Experience creating engaging approaches that reach the end audience by bringing stakeholders into the conversation effectively. * Strong project management skills with the ability to respond to changing priorities. * Collaborative working style that brings people together across organisational boundaries and helps find common ground.   **Desirable criteria**   * Experience working in government or public sector communications will be an advantage, although we are open to a range of backgrounds. * Ability to plan communications strategically and long term, based on insights and always ending in solid and honest evaluations. * Experience in events and event project management, including planning, supporting and delivering receptions and partner events as part of own work or as a team. |

| **Behaviours** |
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| We will be assessing you on the following behaviours which link to the [Civil Service Success Profiles:](https://www.gov.uk/government/publications/success-profiles/success-profiles-civil-service-behaviours)   * Communicating and influencing * Delivering at pace * Seeing the big picture |

| **Technical skills** |
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| We'll assess you against these technical skills during the selection process:  *\*\** The current competency framework is in the process of being updated with a new skills and behaviour framework, that will be launched in 2025. Guidance on how to use this across Government Communications job descriptions will be shared with hiring managers when available. |