

## **PUBLIC AFFAIRS OFFICER JOB DESCRIPTION**

**Job Title: Public Affairs Officer**

**Reports to: Assistant Director, Kieran Pereira**

**Location: Virtual**

**Hours: Flexible, 2-3 per week**

**Remuneration: Voluntary**

### **About Leducate**

Leducate is a legal education charity which facilitates the legal education of young people by providing curriculum materials. We support teachers to teach students about their legal rights and responsibilities by providing interactive materials and information on the law, tailored to the students. We also arrange talks and trips for students to experience relevant legal topics first hand, and we provide career support for school students aspiring to enter the legal profession.

We are seeking a Public Affairs Officer to help us promote our activities to, and build partnerships with, key strategically important individuals and institutions. This requires the post holder to help to identify target audiences, develop a plan to engage, work with the team to draft materials e.g. letters, and potentially manage any relationships that arise or facilitate these being further developed by the Director or other officers. This helps us to raise our profile, attracting support and ultimately furthering the charity's objectives.

Whilst we are not currently in a position to remunerate this position, we are invested in the career development of all our volunteers. We are committed to helping our volunteers take part in career or skills developing work, and we work closely with volunteers to ensure we facilitate their development as much as we can.

We are a friendly team and provide flexible, open arrangements that allow our volunteers to fit charitable work around busy lives.

### **Role description**

- To be responsible for raising the profile of Leducate in a strategic, structured and directed manner
- To lead on drafting materials e.g. letters and pitch decks that are tailored to their audience
- Understand the goals of Leducate and set a strategy that will use public affairs to support those

- Work with the wider Leducate team to support wider efforts and ensure your work is aligned to and reflective of the whole

## **Person Specification**

### **Knowledge/experience**

- Previous professional experience in public affairs is preferable but not essential
- Leadership of an independent area of work on behalf of a small team is essential
- Professional experience of carefully considered messaging (either online or with clients) to manage a public facing brand is essential

### **Skills/attributes**

- Passionate about public legal education and the education of young people
- Ability to commit to consistent but limited, flexible hours to undertake core duties and engage with the wider Leducate team
- Able to work effectively in a team
- Excellent communication skills to put out effective, attractive and on-brand messages