



## Director of Policy and Public Affairs

### Role profile and job description

**Directly employed:** Full time

**Location:** London, SW1W.

**Reports to:** Director General.

**Line management responsibilities:** Policy & Engagement Manager, Parliamentary & Public Affairs Officer.

#### Role profile

Historic Houses represents around 1,400 historic houses, castles and gardens in independent ownership across the UK. These places include the country's most highly visited stately home properties (such as Blenheim, Castle Howard and Longleat) alongside hundreds of lesser known but still highly valued and appreciated historic house properties.

These places are often lynchpins for their local communities, providing access to great art, architecture, craft skills, health and wellbeing, community engagement and access to nature and open space. Historic Houses places demonstrate a huge variety in terms of how 'open' they might be, or what business activities they choose to adopt, but all of them share the same challenge: finding the income to keep a house, its collection and its landscape setting in good condition.

Historic Houses is a membership association that enables independently owned historic houses and gardens to speak with one powerful voice. It does this through its policy and public affairs activity, its marketing and promotion, and its technical advisory services.

The Director of Policy & Public Affairs is a key member of our London-based team, and part of the Senior Leadership Team. The role is responsible for developing and implementing Historic Houses' public affairs strategy, seeking to influence the development of public policy in the interests of the houses and gardens that we represent. The Director will therefore maintain good relations with stakeholders, in governments across the UK and in the sectors in which we operate. The postholder will develop and implement public affairs campaigns, commission research projects as necessary, and advise member houses on policy, public affairs and education-related matters.

The postholder is responsible for line management of our Policy & Engagement Manager (F/T) and Parliamentary & Public Affairs Officer (F/T). The postholder also manages a Policy Adviser for Wales (P/T remote).

## **Job description**

### **Policy and public affairs**

1. Developing and leading the implementation of Historic Houses' strategy for influencing the public policy landscape in which our member properties operate.
2. Briefing and working with Ministers, civil servants, politicians and stakeholders, in Westminster and Whitehall as well as the devolved administrations.
3. Developing and implementing Historic Houses' public affairs campaigns.
4. Commissioning or undertaking research projects to develop Historic Houses' policy evidence base, including internal member surveys and external commissions.
5. Representing Historic Houses on external fora and maintaining strong links with partner organisations.
6. Managing the relationship with Historic Houses' political monitoring supplier, Dods.
7. Oversight of an education advice service provided by a team of voluntary Learning Advisers, managed by the Policy & Engagement Manager.
8. Line Management of the Policy & Engagement Manager (F/T) and Parliamentary & Public Affairs Officer (F/T). Management of the Wales Policy Adviser (P/T).
9. Managing the policy and education budget lines.

### **Internal counsel and communications**

10. Advising member houses on policy, public affairs or education enquiries, including through the Historic Houses website, magazine and digital communications.
11. Briefing the President, DG, Board, Committees and Regional Chairs on policy, public affairs or education matters.
12. Contributing engaging content to all Historic Houses communications channels, online and in print.

Any other reasonable duty as required by the line manager commensurate with the post.

**Responsible to:** Director General

**Location:** Based at Warwick House, 25-27 Buckingham Palace Road, London, SW1W 0PP. Homeworking available by arrangement for a proportion of the time. The role also requires occasional travel to Historic Houses events outside London.

**Hours:** Full time (37.5 hours per week, Monday to Friday). Occasionally hours outside of these times may be necessary from time to time.

**Salary:** £62,500 per annum.

### **Person specification**

#### ***Essential***

- Educated to a degree standard, or able to demonstrate equivalent professional expertise or equivalent professional qualification.
- Substantial experience at a management/leadership level in a policy, public affairs, communications or similar role.
- A track record of sound political instincts, with the ability to provide insightful and impartial strategic counsel at Board level.
- Demonstrable success in influencing the policymaking process, and a good working knowledge of the political infrastructure in Westminster and the devolved administrations.
- Experience of developing and maintaining effective working relationships with politicians, senior officials and a wide range of stakeholders.
- Strong influencing, leadership and interpersonal skills, with an ability to remain calm under pressure.
- Intellectual rigour and attention to detail in dealing with complex issues across a wide range of policy areas.
- Ability to synthesise and communicate complex information to a variety of audiences across an array of media, including digital and editorial.
- Ability to devise implementation plans with key milestones and deliver projects effectively.
- Line management experience, or experience of motivating a small team.
- A team player, able to work as an integral member of a small and dedicated team and to help colleagues across the organisation as required.
- Motivated to support the heritage and tourism sectors.

#### ***Desirable***

- Experience of the heritage or historic environment policy landscape.
- Experience of working in a membership service environment, such as a business association, a charity, not-for-profit or professional body.

- Experience of developing evidence bases, including commissioning research or developing member surveys.
- Experience of managing remote workers, consultants and/or volunteers.
- Experience of managing budgets.
- Strong all-round IT and digital skills.

### **Equal Opportunities**

Historic Houses is fully committed to the provision of equal access and opportunity as an employer and to non-discrimination for all job applicants and employees. We seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status, or disability.

### **Further Information**

For an informal discussion about the role, please contact Ben Cowell, Director General: [ben.cowell@historichouses.org](mailto:ben.cowell@historichouses.org)

### **Application Details**

To apply, please email your CV and a covering letter (outlining your suitability for the role with reference to the person specification above) to Ben Cowell, Director General: [ben.cowell@historichouses.org](mailto:ben.cowell@historichouses.org) Please include contact information for two referees and details of your notice period (if applicable).

**The closing date for applications is Friday 18 October.**

**First round interviews will take place on Tuesday 29 October.**