

Policy Officer

Passionate about heritage, keenly interested in policy-making and driven to make a difference to the future of the UK's historic environment? Join our team!

Location: Based at Warwick House, 25-27 Buckingham Palace Road, London, SW1W 0PP. Historic Houses has a hybrid working policy, but we strongly encourage regular office attendance. The role also requires occasional travel to Historic Houses events outside London.

Salary: £34,000 per annum + benefits.

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

Contract: Permanent

Reports to: Director of Policy & Public Affairs

Closing date: Friday 6 December 2024

About us

Historic Houses represents around 1,450 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.

About our team

We're a small, friendly, dynamic team based out of a busy London head office. We've all come from different professional backgrounds, but we share a strong common purpose: to ensure the special places we represent stay alive and accessible for generations to come.

Our dedicated policy team (the Director of Policy & Public Affairs, the Parliamentary & Public Affairs Officer, the Policy Officer and the Policy Adviser for Wales) works closely with government, stakeholders and politicians across the



political spectrum to shape and influence policy for the benefit of heritage and tourism.

This role is particularly focused on heritage sector policy – both in terms of getting to grips with the fine detail of the broad range of policy affecting heritage, but also managing Historic Houses' relationships with our colleagues across the heritage, tourism, environmental and creative industries sectors.

No two days at Historic Houses are the same, and this is a particularly exciting time to join our small, high-impact team. We work hard to deliver for our members and raise the profile of independent heritage across Westminster, Holyrood, Cardiff and Stormont, but we have plenty of fun whilst doing so!

About you

We're looking for a bright, proactive Policy Officer with a passion for the special places we represent, a keen interest in advocacy and sharp attention to detail. If you're energised by the opportunity to make a real difference in policy-making, and keen to champion the future of our historic environment, we want to hear from you.

A genuine interest in heritage and culture is really important, but direct experience of working in a heritage policy role is not essential; we're more interested in your skills and aptitude to make a real impact in this role and can support you in developing the specialist and technical knowledge required.

Main responsibilities

- Co-ordination of Historic Houses' policy and public affairs work in various policy areas, particularly planning, sustainability and taxation. This will include active monitoring and forecasting of policy developments, sector-facing influencing and engagement work, drafting consultation responses and briefings, and working collaboratively with house members, Historic Houses committees and colleagues across the sector.
- With the Parliamentary & Public Affairs Officer, supporting the policy and influencing work of Historic Houses in Scotland, in close collaboration with our Chair in Scotland and colleagues at Scottish Land and Estates. This includes day-to-day management of our Scotland workplan, and supporting the Scotland Business Committee's work.
- Coordinating Historic Houses' consultation responses, including liaising internally and externally with relevant stakeholders, drafting submissions on a wide range of relevant issues, and sourcing appropriate case studies.
- Working closely with our Parliamentary & Public Affairs Officer to co-ordinate and track external stakeholder engagement, and horizon scanning to identify opportunities to advance key policy priorities.

- Assisting the rest of the policy team with briefing the Director General, President, and Historic Houses Committees as required, including contributing to meeting papers and supporting the Secretariat, especially the Business Development Committee.
- Representing Historic Houses at various external meetings and committees.
- Designing, running and analysing surveys and survey data, where appropriate, both internally and externally.
- Working with our Design Officer to produce policy and advocacy documents, including our annual policy cards and infographics.
- Supporting the Director of Policy & Public Affairs in the running of our Education and Diversification Awards.
- Working, where appropriate, with the Director of Policy & Public Affairs and the Operations team to support the programming and execution of in-person events and workshops, as well as webinars.
- Working with Historic Houses' Regional Chairs and house members on policy matters, including running Historic Houses' Slack channel, running our Operations and General Managers network and catch-ups, and seeking case studies, evidence and contributions to Historic Houses' policy work from across the membership.
- Contribute, as needed, in writing to newsletters, editorials, policy updates and magazine content.
- As a small team, we all work closely together across departments. Communicating regularly with colleagues, acquiring a basic understanding of their roles and of the overall operations and priorities of the association, and being able to pitch in at 'all-staff' events or on major projects, are also important, if occasional, elements of the role.

Essential skills and experience

- A track record of experience in a policy, strategy, public affairs or external communications role (or able to demonstrate similar levels of knowledge if you have not worked in this sector before).
- Excellent written and oral communication skills, including a demonstrable ability to write clear, concise and accurate documents to suit a range of purposes and audiences.



- An unfailing eye for detail, with the ability to collate, analyse, interpret and present complex data for a range of audiences.
- Strong organisational and time management skills, including a track record of managing multiple projects simultaneously.
- Excellent interpersonal and influencing skills, with experience of managing external relationships and dealing with contacts at all levels.
- Ability to work as an integral member of a small, high-performing team, and to work collaboratively across the team as required.
- Reliability and flexibility – occasionally working to short deadlines.
- Strong all-round digital and IT skills, particularly Excel.
- A genuine enthusiasm for heritage and culture.

Desirable skills and experience

- An understanding of the mixed private, public and third sector nature of the heritage landscape.
- Experience of taxation, planning or heritage protection policy.

Application details

The closing date for applications is **9am on Friday 6 December 2024**. Interviews will take place at Warwick House on **Monday 16 December 2024**.

Please email your CV and a covering letter (outlining your suitability for the role with reference to the essential skills and experience specified above) to Sarah Roller, Director of Policy & Public Affairs: sarah.roller@historichouses.org.

Please include contact information for two referees and details of your notice period (where applicable). We look forward to receiving your application.