Public Affairs Manager

The role

The rundown:

Great teachers and brilliant school leaders right across the country are building a fair education for all. But the policy context schools work in makes a big difference. That’s why we’ve made building a positive policy environment for schools a priority in our strategy.

In this role you’ll lead public affairs strategy and delivery. You’ll do this to build cross political party support for Teach First, grow our reputation and achieve policy change.

The detail: day-to-day work

- You’ll develop and deliver public affairs strategies that achieve results.
- You’ll lead a small and ambitious public affairs team.
- You’ll work with team mates across External Relations, Marketing and Communications as a proactive player in campaigns.
- You’ll work closely with our brilliant Policy Manager to develop policy reports and recommendations.
- You’ll map the stakeholders we need to engage to achieve our goals and build strong relationships.
- You’ll write: public affairs plans, key messaging, briefings on policy and political issues, briefings for senior colleagues attending meetings, letters, blogs, social media posts.
- You’ll develop and deliver plans to engage our community of teachers in policy influencing.
- You and your team will monitor the political and policy environment looking for risk and opportunity, and advise our Director of External Relations on how to respond. Once agreed you’ll get stuck in to delivering.

You’ll take ownership for:

- Public affairs strategy
- Achieving policy change
- Building our reputation with politicians, political parties, think tanks, charities and the education sector
- Leading and developing a small and ambitious team
About you

The essentials:

- You’re seasoned at developing and delivering public affairs strategies that achieve results.
- You’re a great line manager. You know how to develop and motivate a thriving team.
- You have sound political instincts.
- Your communication skills are second to none.
- You’re an excellent project manager, you keep stakeholders engaged in fast paced projects.
- You have sharp analytical skills, communicating complex information quickly and clearly.

The nice to haves:

- You have experience delivering cross-audience campaigns.

We succeed when we work together. Here’s who you’ll be working with regularly:

- You’ll report to the Director of External Relations
- You’ll manage the Public Affairs Officer
- You’ll work closely with the Media Manager, Policy Manager and the wider External Relations team
- You’ll build connections with staff across Teach First including our and get to know our teachers and school leaders
- You’ll build relationships with staff working for political parties, think tanks, charities, civil service

This position is a level 3 role. Take a look at our role levels and where you’ll fit in on our Working for us webpages (under Pay and Benefits).

More info on how the role fits in with the rest of the team below:

External Relations Department

Director of External Relations

Public Affairs Manager

Policy Manager

Media Manager

Public Affairs Officer

Public Affairs Officer Fixed Term

Media Officer

Media Officer

External Relations, Marketing & Communications Coordinator
More about working for us

There’s lots of great stuff about working here. For full details pop over to our webpages.

**Our culture:** We live by our principles. They underpin our culture and identity. And inform everything we do. Find our more about our cultural principles.

**Diversity and inclusion:** Together we’re creating a culture where everyone, from any background, can do their best work. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBT+) candidates, and candidates whose socio-economic background reflects that of the pupils we work with. These groups are underrepresented at Teach First and we’re committed to better representing the communities we serve.

We’re signed up to the Association of Chief Executives of Voluntary Organisation and the Institute of Fundraising’s principles which aim to address the racial diversity deficit in charity leadership. We are Stonewall Diversity Champions. We want you to be able to bring your whole self to work. Find out more about what we’re doing to improve diversity and inclusion.

**Our benefits:** Our mission is critical and the work’s important, but so’s your life. We’ve put together a benefits package that means you can live and work well. Find out more on our Working at Teach First webpages.

**This role is suitable for agile and flexible working**

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That’s fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We’re ready to hear your request. Find out more via our flexible working policy (available on our working for us webpages).

Building a fair education for all.
And a great place to work.