



## **Job description: External Affairs Assistant**

### **About the role:**

The purpose of the role is to support the work of the Networks Manager in helping to maintain and grow NLGN's thriving network of innovative local authorities and private sector businesses.

The job is full time and on an initial 6 month contract which may be extended upon completion of a review.

Based at our offices in Covent Garden, the External Affairs Assistant will report to NLGN's Networks Manager and will work within the External Affairs team.

Salary: £18k

### **Key tasks:**

#### **Events**

- To support the External Affairs Team in running NLGN's busy event programme (70-80 events per year) that includes conferences, roundtables, report launches and private dinners.

#### **Communications, marketing and database management**

- To lead on the compilation and dissemination of our email products and marketing materials, updating our partners on NLGN news, research and developments in the sector. Also, to maintain and manage the NLGN database of marketing and event contacts.

#### **Network relations**

- To be an additional point of contact, alongside the Networks Manager, for our members and responding to their enquiries.
- To keep member details on our CRM system up to date and correct.
- To monitor individual member activity; the ways in which NLGN works with each of its partners, the impact and effectiveness of that work and the ROI for both parties. The External Affairs Assistant will report back internally examples of effective engagement as well as suggest where more effort should be targeted.
- To monitor the work of our partners and share internally, highlighting opportunities for further relevant engagement.
- To develop an understanding of NLGN's research programme and work with the Networks Manager and research team to both communicate the work we are doing as well as improve network involvement in our research.

- To work with the Networks Manager to deliver joint partner activities (internal sessions, events and/or press work).

### **Other tasks**

- To support the Head of External Affairs where necessary.
- To support the Communications Manager where necessary.
- To contribute to wider projects of the External Affairs Team.

## **Skills and competencies:**

### **Essential**

- Interest in public policy and local government
- Initiative, drive and common sense
- Excellent interpersonal skills
- Experience of using common office software packages
- A keen eye for detail
- Hard working
- Sense of humour

### **Desirable**

- An interest in stakeholder engagement, networks, public sector reform and think-tanks

This role would be ideal for a candidate who has some work experience under their belt and is looking for their first full-time role in an entrepreneurial think tank.

Whilst a degree would be preferred, we will consider candidates who have relevant experience in place of a degree. Experience of working in a busy office working in a related field would be ideal.

It would be useful for candidates to have an interest in UK policy and a sense of how this is impacting at a local level. We are particularly interested in your ability to spot new ideas and opportunities.

The contracted hours are 37.5 per week and you would be entitled to 25 annual leave days per year. NLGN also generously offers the two week Christmas break as paid leave separate to your annual leave entitlement.

## **How to apply**

Please send your CV to Jenna Collins at [jcollins@nlgn.org.uk](mailto:jcollins@nlgn.org.uk) and also a cover note detailing who your 4 all-time favourite dinner party guests would be and why.

Deadline for applications is 17:00 on 10<sup>th</sup> April.

We will contact shortlisted candidates on 12<sup>th</sup> April.

First round interviews will take place on 15<sup>th</sup> April at our offices.