

Job Description

Job title: Parliamentary Affairs Manager
Reporting to: Executive Director of Corporate Affairs
Direct Reports: None

Overall purpose of the job:

- To be part of a the BGC team delivering the strategic priorities on behalf of our members;
- To grow the parliamentary and public affairs outreach of the BGC in developing a positive and responsible reputation for our members;
- To deliver services to ensure that Government, Parliament and broader public gain more understanding and trust in our members.

Responsibilities:

- To work with and support the Head of Public Affairs and the Executive Director of Corporate Affairs with public affairs outreach, communications and engagement;
- To coordinate and engage with Government, Parliamentarians and external stakeholders on behalf of the BGC to raise the profile of the BGC and its work on raising standards;
- To be proactive in creating an outreach plan in Parliament and with stakeholders;
- To ensure timely political and stakeholder monitoring, identifying, prioritising and acting on issues that affect our members;
- To draft Select Committee, Government and other consultation responses;
- To develop key BGC messaging and priorities, including drafting letters and briefings, to inform and influence Government, Parliament and other external stakeholders;
- To maintain and manage a stakeholder database;
- To act as a catalyst and champion of change to ensure a culture of safer betting and gaming and to communicate this change in Parliament and with stakeholders
- To organise and represent the BGC at events/conferences;
- To undertake any other appropriate duties as and when required.

Attitudes, knowledge and skills required:

- Good working knowledge of Parliamentary procedure and policies;
- Strong written and verbal communications skills;
- Good analytical skills;
- Positive and engaging team player;
- Ability to organise and support a professional monitoring and stakeholder engagement function;
- Persuasive and strong influencing skills with different stakeholders, both external and internal;
- Knowledge of the betting and gaming industry or a trade association preferred but not essential.