

**Job Description: Head of Public Affairs and Engagement**

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| **Location:** | **Hybrid (homeworking or London based)** |
| **Contract Type:** | **1 Year Fixed Term Contract** |
| **Salary:** | **£60,000 pro rata** |
| **Hours :** | **Three days a week**  |

**About Black Equity Organisation (BEO)**

The Black Equity Organisation (BEO) is an ambitious national civil rights charity committed to dismantling systemic racism and achieving lasting improvements for Black communities in the UK. Following the successful engagement with Black communities ahead of the elections last year and collating their views on their demands from the new government, BEO launched the Black Britain’s Mandate (BBM). We are entering an exciting new phase focused on influencing national policy, holding government accountable, and empowering Black communities to drive systemic change.

As the Head of Public Affairs and Engagement, you will play a vital role in leading our public affairs strategy, convening key stakeholders, and ensuring the successful implementation of the Black British Mandate’s policy demands and other evidenced based recommendations to achieve the dismantling structural racism across BEO’s pillar areas.

**Key Responsibilities**

**Public Affairs and Policy Engagement:**

* Lead the implementation of BEO’s Public affairs strategy which includes the Black Britain’s Mandate’s accountability framework as well as other evidenced based recommendations from BEO reports and ensuring the delivery of at least three key policy demands within the current parliamentary period.
* Develop and maintain relationships with key stakeholders at local, regional and national levels, including MPs, civil servants, and APPGs relevant to BEO’s six strategic pillars (e.g., education, health, justice, and reparations) to work with and influence to achieve the vision.
* Advise and lead on the development of BEO’s policy positions and policy reports, ensuring that they are informed by robust evidence and the needs of the Black communities.
* Proactively monitor, interpret and analyse the political, policy and stakeholder landscape to deliver actionable insights, generate opportunities and mitigate risks for BEO.
* Represent BEO at public affairs events, including parliamentary meetings, APPG events, and policy forums.
* Identify opportunities for BEO to speak on relevant policy areas at high profile conferences and events, writing speeches and preparing briefings where appropriate
* Launch and manage the **Policy Experts Group** to convene influential voices across sectors and drive coordinated policy influence.
* Oversee the development of a **Policy Tracker** to monitor progress on BEO’s policy demands and communicate updates to stakeholders and the public.
* Working with the Senior Leadership Team and other relevant colleagues, to oversee the development of responses to key government, policy maker and policy influencer consultations as well as reactive statements in response to breaking news.
* Oversee the production of high quality written recommendations, briefings, publications, presentations and other material that communicate complex messages clearly and effectively to a range of audiences, including politicians, campaigners and other stakeholders

**Community and political engagement:**

* Facilitate community engagement events across the UK to empower Black communities to engage in policy advocacy and hold local and national government accountable.
* Plan and deliver events, roundtables and integrated communications activities to increase BEO’s voice and influence in dismantling structural racism.
* Work closely with local racial justice organisations and civil society groups to ensure that grassroots voices are represented in policy discussions.
* Deliver biannual mandate polls to track progress and gather insights on community priorities.

**Strategic Communications:**

* Collaborate with the communications team to develop compelling messaging, campaigns and content that supports BEO’s public affairs efforts.
* Ensure that public affairs updates and achievements are effectively communicated through BEO’s online channels and external media.

**Internal Leadership:**

* Provide strategic advice and support to the CEO, BEO Board and other BEO team members on public affairs and policy matters.
* Contribute to the overall strategy of BEO, ensuring alignment with its mission and long-term goals.
* Work closely with the incoming Director of Communications to ensure seamless coordination across public affairs and communication activities.

**Person Specification**

**Essential Experience & Skills:**

* Proven experience in public affairs, policy engagement, or government relations, ideally within the charity sector or a related field.
* Strong understanding of the UK political landscape, including experience working with MPs, civil servants, and APPGs.
* Experience of developing and leading evidence based policy solutions that deliver real impact and change
* Excellent relationship-building skills with the ability to engage and influence a wide range of stakeholders, from grassroots organisations to policymakers.
* Experience in organising high-profile events and forums.
* Strong project management skills, with the ability to manage multiple priorities and meet deadlines.
* Excellent written and verbal communication skills, including experience in drafting policy briefs, reports, consultation responses and analysing research. With the ability to communicate policy to a variety of stakeholders through presentations and speaking at panel events.
* A commitment to racial justice and a passion for empowering Black communities.

**Desirable Experience & Skills:**

* Experience in developing policy trackers or similar accountability tools.
* Familiarity with digital tools for policy engagement and community mobilisation.
* Knowledge of inclusive and innovative recruitment methods to ensure diverse participation.

**What We Offer**

* A supportive and inclusive work environment.
* The opportunity to be at the forefront of driving systemic change for Black communities in the UK.
* Competitive salary and benefits package.
* Professional development opportunities, including training and access to networks in public affairs and policy.

**How to Apply**

Please submit your CV and a cover letter outlining how your experience and skills meet the requirements of this role to recruitment@blackequityorg.com by 12 Noon on February 10th.

BEO is committed to creating an inclusive environment for all employees and actively encourages applications from Black and other underrepresented communities.