**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title:**  Public Affairs Lead for England (6 month fixed term contract)

**Directorate:** *Strategy, Policy and Engagement Directorate*

**Team:** Policy

**Grade:** 6

**Hours:** 35 hours per week

**Accountable to:** Head of Policy

**Responsible for*:***  N/A

**Main Purpose of the post:**

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|  | To ensure effective influencing by the CSP of UK government ministers, English MPs, peers, special advisers, civil servants and government staff. Current influencing priorities relate to community rehabilitation, primary care and workforce. |

**Main duties and responsibilities:**

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| **1.** | Play a lead role in developing CSP relationships with parliamentarians, staff of the government and opposition health teams |
| **2.** | Recruit and maintain MP champions for Community Rehabilitation in parliament |
| **3.** | Proactive, self-initiated engagement with parliamentarians in response to emerging political issues and parliamentary developments/opportunities |
| **4.** | Represent the CSP in in meetings with target political stakeholders and officials and arrange/prepare meetings for colleagues |
| **5.** | Devise parliamentary engagement plans, and execute these, including through writing parliamentary briefings, parliamentary questions, select committee evidence, legislative amendments and motions |
| **6.** | Manage the CSP presence at UK party conferences and, in conjunction with other CSP staff, the Society’s presence at external events for NHS England /other Arms Length Body officials and other influencers |
| **7.** | Ensure staff and members receive appropriate briefings on English political developments |
| **8.** | Contribute to the development of CSP policy in collaboration with colleagues from across the organisation |
| **9.** | Advise and support the Regional Campaigns and Engagement Team on involving local MPs in CSP regional work |
| **10.** | Advise CSP professional networks and member bodies on engagement with government and parliament. |

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| **12.** | The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team. |

**The Chartered Society of Physiotherapy**

## Person Specification Form

*The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.*

***E*** *– Essential requirements are those without which the job could not be done.*

***D*** *– Desirable criteria are those that may enable better or more immediate performance in a job.*

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|  | ESSENTIAL/ **DESIRABLE**  **(E or D)** | **ASSESSED BY APPLICATION/**  **INTERVIEW/**  **TEST (A/I/T)** |
| **Educational Requirements** |  |  |
| Educated to degree level or equivalent is desirable. Candidates who can demonstrate a successful track record in their career, have relevant experience and can demonstrate the necessary skills/abilities /knowledge will be given equal consideration | D |  |
| **Previous Experience** |  |  |
| Significant experience of working in a public affairs role to influence health and social care policy, without close supervision | E |  |
| Experience of leading in the development and execution of parliamentary and party political engagement plans, including working on own initiative in response to emerging opportunities and developments | E |  |
| Experience of working effectively within a team and cross-organisational working | E |  |
| **Professional/Technical and Occupational Requirements** |  |  |
| Appropriate professional accretion is desirable e.g. MCIPR. The post holder will be expected to register on an appropriate voluntary register of lobbyists | D |  |
| **Skills and Knowledge** |  |  |
| Detailed knowledge of UK parliamentary procedure and politics | E |  |
| Knowledge of the health and social care system in England | E |  |
| Proven ability to initiate and build contacts with politicians and public officials, including at a senior level | E |  |
| Proven ability to be persuasive and influence others | E |  |
| Excellent presentation, oral and written communication skills | E |  |
| Proven organisational skills including ability to set clear priorities, plan and meet deadlines | E |  |
| Ability to work effectively from home | E |  |
| Intermediate skill levels in the following Microsoft Applications: Word, PowerPoint, Outlook | E |  |

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| **Other Requirements** |  |  |
| Knowledge and understanding of equality and diversity principles and the ability to work to them in practice. | E |  |
| An awareness of/commitment towards trade union principles | E |  |
| Ability to undertake the travelling and unsocial hour’s required of the post. e.g. travelling to CSP headquarters in London, evening/ weekend work associated with meeting key stakeholders, MPs to attend conferences. | E |  |

**Home based working at the CSP**

Some jobs advertised at the CSP may be described as having the flexibility to be office or home-based.

To be considered for a homeworking position the following pre-requisites need to be fulfilled.

* Your permanent place of residence has, as a minimum,18Mbps download speed[[1]](#footnote-1).
* You have a dedicated working space that meets Health and Safety requirements.

***Note:*** *job offers will be conditional and subject to CSP carrying out an assessment of your homeworking environment to ensure all necessary requirements are met*.

We also set the following expectations for home working to help you decide whether a homeworking role at the CSP is something you wish to pursue.

* CSP reserves the right to install its own connection should the speed or location of the existing connection be unsuitable. You must therefore have the necessary rights of way to and through your building for BT to install a line directly into the office location within your home if so required. The CSP will not recompense costs for any redecorations or reparations as a result of a installing a new connection.
* You will need to be IT literate and be comfortable with technology and able to be self-reliant. For example, you should be able to change a toner cartridge on a printer and unblock paper jams without assistance.

1. The CSP uses the BT online broadband speed checks to confirm download speeds in your location. The CSP will need your postcode / house name or number when conducting these checks prior to confirming offer. [↑](#footnote-ref-1)