



External Affairs Manager – Radiocentre

Salary circa £35k dependent on experience

The role

This is an exciting opportunity to join the policy team at Radiocentre, the industry body for commercial radio, at a time of great change. We have just rebranded the organisation to bring together the policy, marketing and clearance functions into one holistic team. This role offers the chance to be part of a dynamic organisation which is embarking on the next interesting chapter. You should have experience of working in policy and/or public affairs and, most importantly, you will need energy, curiosity and a desire to make a difference to a great industry.

You will be based in Central London and will report to Director of External Affairs (although you will also work directly alongside the CEO and the Radiocentre Board).

Job description

- Policy development and communication
 - Development of policy positions in key areas (including Ofcom, BBC, regulatory policy)
 - Draft written consultation responses
 - Develop associated lobbying strategies
 - Provide strong evidence base and data analysis
 - Write briefing papers for external stakeholders
 - Prepare Board papers as required
- Manage relationships with key stakeholders
 - Effective consultation with member companies
 - Build contacts with officials, parliamentarians, regulators and relevant industry bodies
 - Attend regular and ad-hoc meetings with stakeholders
 - Develop the work of the All Party Parliamentary Group for Commercial Radio
 - Manage relationships and oversee projects with external suppliers
 - Deal with press enquiries as required
- Monitor key stakeholders and market developments
 - Monitor initiatives and proposals from Ofcom, government, other regulators and BBC
 - Disseminate relevant market information to Radiocentre team and wider industry
- Oversee policy team communications
 - Manage departmental correspondence
 - Organise the Radiocentre Policy Group, consisting of member companies
 - Organise and attend lobbying events in Westminster and Brussels
 - Oversee press summaries, construct member bulletins and create website copy

- Other
 - Deputise for Director of External Affairs when required
 - Present at meetings, including Radiocentre Policy Group
 - Write speeches, articles and reports
 - Attend external meetings as required
 - Perform other duties that are commensurate with the role

Person specification

- Experience of working in policy and/ or public affairs
- Track record of advocacy and effectively influencing external stakeholders
- Excellent written communication skills
- Strong presentation skills
- Understanding of legislative and parliamentary process
- Ability to analyse, interpret and explain complex data
- Project management skills
- Experience of dealing with press and PR
- Knowledge and experience of media industry and regulation (preferred)
- Passion for radio and audio

About Radiocentre

Radiocentre is the industry body for commercial radio. We represent a broad spectrum of members from small independent local radio groups to major multi-media groups with a large portfolio of stations both national and local. Radiocentre performs three main functions on behalf of its members.

- **Advertising** - Drives industry revenue by promoting the benefits of radio to advertisers and agencies through a combination of marketing activity (e.g. events, advertising, PR, and direct mail), research, and training.
- **Policy** - Provides UK commercial radio with a collective voice on issues that affect the way that radio stations operate, working with government, politicians, policy makers and regulators to secure the best environment for growth and development of the medium.
- **Clearance** - Ensures advertising messages on commercial radio stations comply with the necessary content rules and standards laid out in the BCAP Code of Broadcast Advertising and the Ofcom Broadcasting Code.

To apply

Please email the following to externalaffairs@radiocentre.org by **Friday 14 August 2015**

- CV (no longer than 2 pages)
- A short covering letter addressed to Matt Payton, Director of External Affairs, explaining why you are a suitable candidate for the role