

**Person Specification**  
**Role: External Affairs Advisor**

Category	Requirement
<b>Qualifications and Experience</b>	Essential: <ul style="list-style-type: none"> <li>• Experience of working in government/government agency or with government</li> <li>• Experience of creating messaging and communications campaigns</li> <li>• Experience of monitoring social media to gather intelligence and information</li> <li>• Track record of project management</li> <li>• Degree or equivalent qualification</li> </ul>
	Desirable: <ul style="list-style-type: none"> <li>• Experience of representing organisations at events and in meetings</li> <li>• Experience of organising events and meetings</li> </ul>
<b>Knowledge and Skills</b>	Essential: <ul style="list-style-type: none"> <li>• Knowledge of policy-making and government processes</li> <li>• Understanding of political, economic, societal and technological trends</li> <li>• Outstanding communications skills (verbal and written) &amp; interpersonal skills; able to express complex technical issues for a non-technical audience</li> <li>• Excellent ability to distil information from multiple sources, make linkages and articulate core messages</li> <li>• Computer literacy &amp; good knowledge of Microsoft Office</li> <li>• Ability to build partnerships and work with groups of differing interests</li> <li>• Good organisation skills</li> </ul>
	Desirable: <ul style="list-style-type: none"> <li>• Understanding of parliamentary processes</li> <li>• Knowledge of accreditation and quality infrastructure</li> <li>• Understanding how standards and accredited conformity assessment can support public policy delivery</li> </ul>
<b>Behaviours/Aptitude</b>	Essential: <ul style="list-style-type: none"> <li>• Team player</li> <li>• Proactive and flexible approach, able to manage competing and changing priorities</li> <li>• </li> </ul>
<b>Personal Circumstances</b>	Essential: <ul style="list-style-type: none"> <li>• Eligibility to work within the UK</li> <li>• Ability to travel to central London, sometimes at short notice</li> </ul>
	Desirable: <ul style="list-style-type: none"> <li>• Ability to work in different parts of UK</li> </ul>