

Job Title: Policy & Public Affairs Manager

Reports to: Director

Hours: Full Time (35 hours per week). Some evenings and weekends by arrangement, with TOIL. Open to flexible working hours and job shares.

Duration: Permanent (subject to six-month probationary period)

Location: Bermondsey, with extensive travel around greater London, and occasional travel outside London. We are looking to move office soon (within London).

Salary: £35,020 per year, plus pension contribution under auto-enrolment

Deadline for applications: 9am, Monday 11th June 2019

Generation Rent represents the UK's 12 million private renters and campaigns for a safe, secure and fair rental market. We are recruiting a policy and public affairs manager to lead on our relationships with decision makers and influencers in Westminster, Whitehall, City Hall and in London Boroughs, and to refine and promote our policy proposals. The role is split evenly between London and national campaigns. This is an opportunity to play a leading role in fixing one of the biggest social and economic problems of our generation.

Job Description:

Policy & Public Affairs

- Monitor and engage on private rental sector policy and legislative development within Westminster, the GLA, local authorities, and devolved nations
- Lead the development and implementation of Generation Rent's public affairs strategy
- Produce policy and research documents that support and advance Generation Rent's objectives
- Refine Generation Rent's policy proposals in response to new evidence and political developments, and prepare formal responses to consultations and inquiries
- Distil policy development into accessible language that will communicate to private renters the impact these policy changes will have on their lives
- Produce campaign actions for supporters to contact their political representatives
- Build productive relationships with journalists and the media, act as a media spokesperson for Generation Rent
- Represent Generation Rent on external networks and partnerships, as well as at speaking events and conferences
- Support Generation Rent volunteers to contribute to research, policy, campaigns, and media work

Contributing to the organisation

- Work closely with the director and campaign lead to coordinate Generation Rent's policy, public affairs and campaigns work
- Attend team meetings and supervision sessions
- Be an active member of the Generation Rent team, identifying opportunities for mutual support
- Abide by organisational policies, codes of conduct and practices
- Promote diversity and equality of opportunity in the organisation
- Compliance with electoral laws on campaigning and fundraising
- Support delivery of campaign training for renters to become advocates for themselves with policy makers, their peers, and in the media

- Contribute to monitoring and tracking organisational progress on our funded outcomes
- Contribute to Generation Rent's press work by finding case studies for the media and producing press releases and comments
- Contribute to Generation Rent's online content and engagement on social media

Person specification:

Essential

- At least two years of experience in policy and/or public affairs (not necessarily at senior level)
- An excellent understanding of local, regional and national government structures and the policymaking process
- Good political awareness and judgement
- Ability to build productive working relationships with decision-makers, journalists, and the wider policy world
- A good understanding of the private rented sector and/or wider housing policy issues
- Clear and confident verbal and written communication skills including the ability to listen and communicate clearly with a range of different audiences
- Good presentation skills
- Organisational skills and ability to plan, manage and prioritise a varied workload, including lone working and to tight deadlines
- Ability to work some evenings and weekends (time off in lieu will be granted)
- Ability to be flexible, trouble-shoot, and be decisive when plans do not work out as expected
- Commitment to Generation Rent ethos, values and aims including equal opportunities and social justice and ability to apply awareness of these to all areas of work
- Basic IT & computing skills
- Experience of living in the private rented sector

Desirable

- Experience of working with the media
- Experience of working with London government structures (GLA and/or local authorities)
- Knowledge and/experience of the broader private renter movement
- Knowledge and/experience of issues for low income and vulnerable groups, especially families with young children, people on housing benefit, people with disabilities, or older people
- Experience of social media and website content management

How to apply

Please send your CV and a covering letter of no more than 2 pages of A4 to Dan Wilson Crow on info@generationrent.org.

Unfortunately we are unable to acknowledge all applications.

Further information

www.generationrent.org

[Annual Report 2018](#)

For an informal chat about this role, please contact Hannah Slater on hannah@generationrent.org or 07534725511