



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

JOB DESCRIPTION

Job Title: Government and Stakeholder Relations Manager

Job Purpose: Promote AoC's strategy and policies, on behalf of its members, across Whitehall and with key stakeholders, by developing, managing and deepening relationships with ministers, think tanks, business representative bodies and other key stakeholders.	
Department / Directorate	Public Affairs
Business Unit	AoC
Reports To	Head of Public Affairs/ Director, Four Nations College Alliance
Role Level	Middle Management
Contract Type	Permanent

People Management	Direct Reports: None Indirect Reports: None
Monetary and Risk Responsibility	Budget/ Revenue Generation: None Risk Management: Reputational in relation to representing AoC members to politicians, officials and stakeholders.
External Key Contacts	AoC members, Government departments, think tanks, and other key stakeholders.
Internal Key Contacts	Head of Public Affairs/ Director Four Nations College Alliance, Public Affairs Manager, Public Affairs Officer, Area Directors, CEO, President, communications and marketing team and policy team.

Key Accountabilities & Responsibilities

1. Develop and implement a government and stakeholder engagement strategy which feeds into our wider campaigning and influencing strategy - ensuring that the role colleges play for people, employers and communities is understood across Whitehall and with key influencers.
2. Identify opportunities to engage with senior ministerial, senior government and political party officials, and initiate meetings for our CEO, President and other senior staff - providing high-quality briefings to inform priorities and taking forward agreed actions.
3. Represent the AoC externally, actively networking and building constructive relationships with stakeholders across Whitehall and other key stakeholders.
4. Forge new and innovative partnerships for influence and build effective relationships with other civil society organisations and political actors.
5. Remain abreast of ongoing government priorities and provide expert analysis to inform our campaigning and influencing strategy.
6. Advise on key political issues and provide guidance and critical insight into the political processes and personalities within government and across civil society.
7. Produce high-quality briefings for staff across AoC and for AoC members, ensuring they are aware of key developments, and what this might mean for them.
8. Maintain positive, constructive relationships with internal stakeholders, and contribute fully to the work of the Public Affairs and Partnerships team, actively contributing to thinking and priorities.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. Key: A = Application; I = Interview; T = Test

Education/ Qualifications/ Professional Bodies	Assessment
GCSE English GCSE grade C and above, or equivalent	A
Knowledge, skills, ability and experience	
Significant knowledge and understanding of UK political structures, processes and trends	A / I / T
Evidence of securing policy change through the successful execution and/ or design of influencing strategies	A / I
Excellent written and oral communications skills	A / I / T
A professional, flexible and highly organised approach to your work, with an ability to effectively prioritise competing priorities, planning and managing varied expectations and deadlines	A / I
Ability to engage credibly with senior stakeholders, including college principals/ CEOs, senior civil servants and partners, on a cross-party basis	A / I
Experience of working in Westminster or Whitehall (or one of the devolved nation's assemblies) or in a public affairs role.	A / I
Demonstrable ability to develop competence in new policy areas	A / I
Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint, and the use of media monitoring services (or the ability to pick them up quickly)	A
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues	A / I
Demonstrates an interest in the role that post 16 education and training can play for people, communities and society.	A / I
Demonstrates commitment to own learning and continuous improvement through training and development.	A / I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.