



JOB DESCRIPTION

PUBLIC AFFAIRS OFFICER

Responsible to:	Head of Policy & Communications
Location:	Flexible, with regular working days in our Birmingham office and easy access to London and UK major cities.
Term:	Permanent
Hours:	Full time

Purpose

Groundwork has developed a three-year public affairs strategy with the aim of becoming the recognised delivery partner of choice for place-based environmental and social action - engaged early in policy and programme design, and understood by key stakeholders across government, business and philanthropy as core national infrastructure for local delivery.

Year One (2026/27) is about building the foundations: establishing a clear narrative, mapping and engaging key stakeholders, and supporting a small number of pilot trusts to develop their own political engagement. This is a hands-on, delivery-focused role that sits at the heart of that effort.

Decision-making and resource allocation are increasingly devolved to mayors, combined authorities and local partnerships - and Groundwork already operates at scale in those geographies. This role will help ensure that Groundwork's presence in those places is matched by its political visibility within them.

Key Responsibilities

Stakeholder mapping and political intelligence

- Map priority stakeholders at the national level and across combined authorities and devolved governments, identifying where Groundwork has the strongest case to make and the most to gain.
- Maintain a live, shared picture of political relationships and opportunities across the federation, keeping it updated as the political landscape shifts.
- Monitor relevant policy developments - on warm homes, green jobs, people-led nature recovery, place-based funding and community resilience - and flag opportunities and risks in a timely way.

Supporting trust-level engagement

- Work with trust chairs and chief executives in the Groundwork federation to identify the right local and regional stakeholders for them to engage with.
- Help prepare trust leaders for political meetings: supporting with briefings, talking points, and political context so they walk into rooms with confidence.
- Where useful, accompany trust leaders to meetings and support follow-through so that promising relationships are developed rather than left to go cold.
- Document what works, capturing learning from the pilot trusts to inform how the model scales across the wider federation.

Narrative and materials

- Support the development and maintenance of Groundwork's core public affairs narrative and materials, including a stakeholder deck and issue briefs on key themes.
- Draft briefings, correspondence and content for senior stakeholders, ensuring Groundwork's offer is communicated clearly and compellingly.
- Help ensure consistency of messaging across the federation, providing light-touch guidance and support to trusts as needed.

PERSON SPECIFICATION

Specification	Essential	Desirable
A genuine enthusiasm for politics and a belief that it can make a real difference - someone who follows political developments closely and is energised by the challenge of operating in a fast-moving environment.	✓	
Some experience of political or public affairs work - whether through a parliamentary or government role, a think tank, a campaign organisation, or a civil society body. We are more interested in instinct and aptitude than in a particular type of experience.	✓	
An understanding of how political relationships work in practice: how to identify the right people, how to get in front of them, and how to build trust over time.	✓	
Experience of supporting programme delivery, coordination and administration - reliable, organised, and capable of keeping multiple things moving at once.	✓	
Strong written communication skills, including the ability to draft clearly and concisely for senior audiences.	✓	
Excellent interpersonal skills - able to build genuine relationships with a wide range of people, from Groundwork chief executives to combined authority officials to Westminster contacts.	✓	
Political judgement: a feel for what matters, what will land, and what to leave alone.	✓	
Comfortable working with senior people and providing them with frank, practical advice.	✓	
Self-starter: able to work independently, manage their own time, and make things happen without being chased.	✓	
Commitment to Groundwork UK's values: Collaborative, responsive, focus on impact, and fairness	✓	
Experience of working with devolved governments, combined authorities or regional political structures		✓
An understanding of the policy areas relevant to Groundwork's work: warm homes and fuel poverty, green jobs and skills, nature recovery, place-based regeneration.		✓

Experience of supporting or coaching others to engage politically, rather than always being the person in the room yourself.		
Lived experience of any of the issues that Groundwork exists to address		