
JOB DESCRIPTION

Job Title: Public Affairs Officer

Grade: C

Department: External Affairs

Main purpose of job:

To support the work of Policy and Public Affairs team through parliamentary monitoring, relationship building and political analysis. The team works to further CAF's aims by seeking to achieve policy change, including enhancing the organisation's reputation as a vital connection between donors and charities, and advising the wider organisation on relevant political developments.

Responsible to: Head of Policy and Public Affairs

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities:

- Monitoring parliamentary and policy developments relevant to philanthropy and the charity sector, and to advise on the best way to respond to these.
- Plan and deliver public affairs related events.
- Draft parliamentary briefings and related materials.
- Develop internal briefings to help prepare senior internal stakeholders for external meetings with Ministers, parliamentarians and other key stakeholders.
- Support the Head of Policy and Public Affairs and the Senior Policy Manager in the development of a parliamentary stakeholder engagement plan and lead on delivery.
- Support the Head of Policy and Public Affairs and Senior Policy Manager with building relationships with parliamentarians.
- Support the Head of Policy and Public Affairs with planning and delivering activity for party conferences.
- Deliver the public affairs element of the team's influencing strategy, ensuring these activities are aligned to strategic objectives, and that success is regularly evaluated.
- Building internal relationships across CAF to ensure our engagement with the Government and politicians is co-ordinated and well managed.
- Uphold CAF values, and help create a dynamic, fast-paced team environment underpinned by a lively, can-do attitude.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: June 2026

PERSON SPECIFICATION

Job title: Public Affairs Officer

Date: June 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced ⁺
Experience <ul style="list-style-type: none"> • Experience of political monitoring • Experience of working in public affairs or a related profession • Experience of organising events • Experience of writing briefings • Experience of managing stakeholders • Experience of briefing MPs and/or peers both verbally and in writing, on fast-moving campaign and policy issues 	✓ ✓ ✓ ✓	✓ ✓	A/C/T A/C A/C A/C/T A/C A/C/T
Qualifications <ul style="list-style-type: none"> • Educated to A Level standard or equivalent 	✓		A/E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> • Ability to contribute to, and thrive in, a dynamic and fast-paced team environment • Ability to write strong, accurate briefings to tight deadlines • Ability to operate under time pressure • Ability to organise effective parliamentary events • Ability to communicate effectively verbally • Knowledge of the UK Parliamentary system • Knowledge of voluntary sector issues • Ability to contribute to policy analysis and development 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	A/C/T A/C/T A/C/T A/C A/C/T A/C/T A/C/T A/C
Communication <ul style="list-style-type: none"> • Excellent oral and written communication skills and ability to present complex issues in an accessible style, verbally and in writing • Ability to build positive relationships with stakeholders both internally and externally 	✓ ✓		C
Personal Qualities <ul style="list-style-type: none"> • Ability to remain polite and engender positive morale within the team • Ability to influence people positively at all levels • Energetic, with a can-do attitude 	✓ ✓ ✓		C C C
Special Conditions <ul style="list-style-type: none"> • Occasional unsociable hours • Will be expected to work primarily in London, with occasional travel to our Kings Hill office in Kent (travel costs paid by CAF) 	✓ ✓		C C
Prior to Appointment All posts: <ul style="list-style-type: none"> • Credit Check • Sanctions Check • Basic DBS Check • Employment References 	✓ ✓ ✓ ✓		R/E

<ul style="list-style-type: none"> • Medical Clearance • Right to Work in the UK 	<ul style="list-style-type: none"> ✓ ✓ 		
<p>FCA Approved Posts:</p> <ul style="list-style-type: none"> • Standard DBS Check 	<ul style="list-style-type: none"> ✓ 		

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment