

**POST TITLE:** Senior External Affairs Manager

**RESPONSIBLE TO:** Chief Executive

**LOCATION:** Incorporated Society of Musicians (the 'ISM') 4/5 Inverness Mews, London W2 3JQ

**CONTRACT:** Permanent and Full time

**SALARY:** Circa £42K - £45K

**RESPONSIBILITIES**

Work with the CEO to deliver the ISM's external affairs strategy to achieve the ISM's business objectives.

Work with the CEO to manage the ISM's research, campaigning, policy functions and the external affairs' communications function.

With the CEO jointly manage the EA staff team.

Manage and set with the CEO the EA budget

Ensure that the EA team has a good understanding of the policy issues affecting ISM members and the wider profession, including education, Brexit, copyright and streaming, work status, diversity and inclusion, health and safety and issues such as COVID-19.

Coordinate timely comments in relation to external affairs and policy developments and ensure that agreed messaging is delivered in all EA work.

Monitor the political environment, including relevant parliamentary debates and questions, identify campaign opportunities, and provide timely intelligence to all relevant internal staff.

Monitor the external landscape in the music and wider creative industries and identify opportunities for cross-sector collaboration. Map and share with colleagues the ambitions of the ISM Group's competitors reporting developments to the CEO.

With the CEO plan the execution of EA work and ensure work is delivered to time, to budget and to standard.

Ensure that relevant research into areas of interest for the music sector and ISM members is undertaken e.g. tax and status issues, worker rights, health and safety, diversity and inclusion, music education, music industry, copyright, Brexit.

Be the key contact with the ISM's parliamentary stakeholders, and lead in terms of all parliamentary activity including parliamentary questions, debates and providing secretariat support to the APPG for Music Education.

Ensure that up to date data on all relevant Parliamentarians, Parliamentary Committees, Government departments, Ministers, civil servants, and special advisors is maintained.

Ensure that regular meetings of campaign groups of the ISM take place such as Bacc for the Future and circulate action points.

Attend stakeholder meetings on behalf of the EA function and brief the CEO accordingly.

Ensure that an up to date list of all relevant stakeholder consultations and dates for responses is maintained. Manage follow up actions such as meetings with appropriate civil servants / select committee clerks etc.

In conjunction with the CEO and wider team develop effective and productive relationships with relevant stakeholders to influence policy issues of relevance to the ISM Group, ISM members and the music sector as a whole.

Ensure that the EA function holds up to date lists of stakeholders with the correct contact details and a current relationships framework.

Ensure that all EA work is GDPR compliant.

Ensure that policy papers, rebuttals and other external affairs resources are produced to standard and as required.

Produce briefings and speeches for the ISM staff team, Board members and other stakeholders as appropriate.

Give speeches and talks on matters relating to ISM EA issues.

Assist in the organisation of all external affairs events.

Prepare reports for Board meetings as necessary

Contribute to Music Journal and other publications on a regular basis.

Other tasks as directed by the Chief Executive.

### **Core values for all staff**

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group's agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver the 5 Gs at all times.

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face to face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM's premises and other premises used by the ISM.

Staff are expected to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group's operational needs.

### **Person Specification**

#### **Essential:**

- At least seven years' experience in external affairs
- Excellent interpersonal and written skills
- Proactive and dynamic with a positive 'can do' attitude and a clear focus on outcomes and impact.
- Demonstrable track record of success in previous roles.
- Very strong networking and relationship building skills.
- Strong political instinct and strategic awareness.
- Good problem solver
- Excellent attention to detail.
- Good team player who works well under pressure and to deadlines.
- High levels of emotional intelligence.

April 2021