

**JOB DESCRIPTION POST TITLE:
RESPONSIBLE TO:**

**CAMPAIGNS ASSISTANT
Senior External Affairs & Policy
Manager**

LOCATION:

**Incorporated Society of Musicians
(the 'ISM')
4-5 Inverness Mews
London W2 3JQ**

Overall objective

Under the direction of the Senior External Affairs & Policy Manager, provide support and assistance to ISM's external affairs team to help deliver outcome focused campaigns, with a focus on parliamentary and stakeholder engagement.

RESPONSIBILITIES

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.

Support the Senior External Affairs & Policy Manager with the development and management of the ISM's relationship with Parliamentarians.

Develop and manage ISM's parliamentary contact management database, assessing information and acting on it where necessary for campaign purposes

Maintain lists of campaigns supporters whether individual or corporate.

Assist in the organisation of all public affairs events, including meetings for the APPG for Music Education and managing relevant inboxes.

Provide support to ISM's frontline team to provide timely responses to campaign queries from ISM members.

Contribute to other campaigns and public affairs work as directed by the Senior External Affairs & Policy Manager.

Person Specification

Essential:

- Degree or equivalent level of education.
- At least 1-2 years' experience working in the field of public affairs and campaigning.
- A strong interest in politics and third sector campaigning.

- A positive 'can do' attitude with a clear focus on outcomes and impact.
- Very strong networking and relationship building skills.
- Good team player who works well under pressure and to deadlines.
- Excellent organisation skills and attention to detail.
- Excellent written and oral communication skills and to ability to communicate persuasively to a wide range of audiences.
- A real passion for the creative sector.

Desired but not essential

- Experience of working within a campaign environment, for example for a charity or as a volunteer.
- Knowledge of and/or experience in Parliament and a good understanding of parliamentary procedure.