

Role Profile | Public Affairs & Stakeholder Engagement Executive

Location: Edinburgh / Remote	Status: Full time
Salary: £21,000-£25,000	Reporting: Public Affairs Director
Holidays: 29 days	Benefits: Excellent benefits

The opportunity

We're looking for Public Affairs team members who specialising in advocacy, government relations, stakeholder & community engagement, political intelligence gathering, contact programme creation & management as well as tactical execution. You currently have at least 12-18 months' experience in a communications role related to these areas and are ambitious develop as a public affairs professional. You've got strong interest in politics and policymaking or community engagement in Scotland and the wider UK and ideally you have energy sector experience.

Aspect: The Strategic Communication Experts

Aspect was founded with a single goal: to create a unique platform to deliver expert strategic communication consultancy for ambitious clients. We see the bigger picture to help our clients realise their goals. Companies, governments, academics and charities trust our advice. We help them communicate with purpose and precision. We help them engage, influence and inspire. We help them change, lead and succeed. Strategic communication creating strategic advantage. What can you bring to our team?

Why Aspect?

We're strategic communication experts. Our talented core team and global network of experienced associates and partners provide tailored advice, creative solutions and targeted campaigns that propel our clients onwards and upwards to future success. We've all held senior in-house communication roles, so we see things from our clients' perspective. We don't just come up with great ideas and strategies, we get our sleeves rolled up and deliver them.

Our values

We're brave

We thrive on tackling big challenges and helping our clients succeed.

We're honest

We always say what we think based on evidence and knowledge.

We're dynamic

Our expertise constantly evolves to ensure we always offer the best advice.

We're collaborative

We enjoy working with like-minded people to achieve great results together.

We're passionate

We care about our clients and take pride in the work that we do for them.

Our culture

We're a passionate and professional team who thrive in complex, issue-rich environments. We combine extensive in-house experience with external consultancy expertise to deliver objective strategic communication advice and solutions in even the most challenging situations. We trust and support each other to deliver great work. We believe in helping our people grow and develop – personally and professionally. We work hard and have fun doing what we enjoy. Are you Aspect?

The role

- Supporting public affairs and stakeholder engagement campaigns across diverse integrated client accounts.
- Support account leads with day-to-day account management, providing hands-on support in tasks like research and political monitoring, stakeholder mapping and the preparation of written briefing materials.
- Coordinating in-person stakeholder engagement opportunities with key audiences, including 1:1 meetings, community consultation events, roundtables and parliamentary receptions.
- Work with colleagues as part of an integrated team, continuously identifying opportunities to positively position and profile our clients in diverse ways – through media engagement, events, webinars, digital and social activity.
- Help ensure that Aspect remains fully compliant with lobbying transparency rules at Holyrood and Westminster.
- Attend networking events and be proactive in seeking out opportunities for business growth.
- Help shape and deliver Aspect's own stakeholder events for current and prospective clients, as well as guest speakers.
- Use your initiative to horizon-scan for new opportunities and ideas that can help inform business development for Aspect and its clients.

Your experience and character

- 12-18 months' experience in a relevant communications role, either in-house, in agency, parliamentary/ministerial advisory or civil service
- In-depth knowledge of Scottish and UK Public Affairs, as well as strong interest in the issues that are shaping the external environment
- Direct experience in stakeholder engagement for planning and developments within the energy sector is desirable.
- Broad, flexible interest in Scottish and UK policy making that enables delivery of support to clients in multiple business sectors.
- Excellent written and verbal communication skills and great attention to detail.
- Strong team player, with the desire to get stuck in supporting colleagues across the business.
- Excellent planning and project management skills

- A consultancy mindset with the ability to work at a fast pace and to deadlines.
- Great interpersonal skills and the ability to build strong client relationships.
- Ability to earn the trust of clients as an objective adviser on politics and public affairs
- Comfortable translating complex information into compelling, accessible briefings.

Your qualities

- Strategic thinker
- Talented writer
- Great planner
- Structured and organised
- Delivery focused
- Measured and calm under pressure
- Real attention to detail
- Creative
- Team player
- Excellent communicator
- Able to juggle multiple priorities
- Engaging and fun
- Commercially minded
- Curious
- Confident
- Collaborative
- Entrepreneurial
- Problem solving

What we offer

- 29 days' holiday each year
- Your birthday off
- Christmas party
- £500 recruitment incentive
- Internal & external training
- Professional qualifications
- Mentorship programme
- Appraisal programme
- iPhone, MacBook, Thunderbolt Display
- Enhanced maternity, paternity and adoption pay
- Additional days' holiday for each year's service ^
- Cycle to Work scheme
- 4pm Friday finishes Jun, Jul, and Aug
- 4pm Friday finishes on payday Sept to May
- Half day in December for Christmas shopping
- Full day for charity activity each year

^ Up to a maximum of five years