

Consultant/Senior Consultant Public Affairs

Charlesbye has an exciting opportunity for an exceptional Public Affairs Consultant or Senior Consultant to join our growing communications team based in a bustling London Bridge office.

Founded by former No10 comms chiefs Lee Cain and Lucia Hodgson, Charlesbye was named as a PR Week 'one to watch' - with a client roster including some of the world's biggest and most exciting brands.

We are looking for somebody with a strong background in public affairs consultancy, who is exceptionally organised, hardworking and self-motivated. You may also have experience working in parliament or the civil service. In return, you will have the opportunity to make your mark in a business-critical role at a busy time for Charlesbye, and our diverse range of clients.

Job specification

- Providing superb day to day client service across a range of accounts, drawing on your knowledge and experience of politics, public affairs and parliament.
- Reacting quickly to political developments, updating clients and offering advice and driving actions.
- Acting as an expert 'plate-spinner', tracking actions across accounts and directing tasks across the team.
- Tapping into your developing political network to achieve our clients' political objectives.
- Deploying excellent written and verbal communication skills to provide brilliant client service, contributing to our high standards of quality output and delivery.
- Very good fluidity in all matters of politics and parliament, and a passion for generating ideas and seeing them through to execution.
- Using first-rate judgement to provide political advice to a wide variety of clients.
- Keeping your network fresh and relevant.
- Delivering on client priorities, with the ability to oversee and manage multiple work streams.

Candidate specification:

- 5+ years experience working in a public affairs consultancy, with an excellent knowledge of the UK Government, Parliament, Whitehall and all associated processes.
- Unparalleled organisation skills.
- Thrives in a fast-paced environment, able to juggle competing tasks, highly efficient client management skills, alongside an innate political judgement.
- Experience of developing public affairs strategies, and navigating through legislative or regulatory challenges.
- Ability to execute excellent judgement and attention to detail even under pressure.
- Exceptional written skills, a keen eye for detail and willingness to go the extra mile.
- Brimming with great ideas and enthusiasm.
- Brilliant people skills, able to support client relationships and provide confident advice.

- Sets high standards, direction and supports team members.
- This role would be well suited to someone who has worked as a public affairs consultant, and perhaps has some experience in an MPs office, in parliament or the civil service.

Charlesbye offers a competitive salary, discretionary annual bonus, new business bonus, 25 days holiday per year plus public holidays, an in-office collaborative environment, professional development, and client diversity.

To apply, send your CV and a one-page covering letter on why you think you would be a great hire for Charlesbye, and why you want to work with us, to recruitment@charlesbyestrategy.com by Jan 3 2024. <http://charlesbyestrategy.com>