

Role Description



BRITISH HOLIDAY &
HOME PARKS ASSOCIATION

Policy and Communications Assistant

Job title: Policy and Communications Assistant
Salary: £25,000 per annum
Initial term: Full time, permanent
Location: 6 Pullman Court, Great Western Road, Gloucester GL1 3ND

About British Holiday & Home Parks Association (BH&HPA)

Founded over 70 years ago, the British Holiday & Home Parks Association is the leading body representing the owners and managers of holiday and residential park businesses in the UK. Our mission is to assist and enable over 2,000 members to prosper by supporting them in the management and operation of their 3,000 parks.

As the voice of the UK's parks industry, BH&HPA champions members' interests to Cardiff, Edinburgh, Stormont, and Westminster, as well as across local and combined authorities.

The Association has a strong sense of history and community, and our central office team is passionate about representing, supporting, and campaigning for members' wellbeing.

BH&HPA membership is diverse, and includes corporate groups, family businesses and sole traders. From consumer and environmental protections to caravan-specific legislation and licensing which differs across the four nations of the UK, the Association's advice and guidance role is of fundamental importance to our membership base.

Supported by a team of expert national advisers, services include a trade Journal, telephone helpline and the publication of model terms and conditions, in addition to webinars, local Branch meetings and national conferences.

About the role

Purpose

The Policy and Communications Assistant will contribute towards meeting the objectives of the Association through assisting and supporting the team in progressing the industry lobby to UK, National and local government and communicating guidance to BH&HPA members on policy issues.

What is required of the role?

This is not an exhaustive list, and you may be asked to undertake additional activities which are considered to be reasonable for the role and capability. However, key responsibilities will include:

- To contribute to BH&HPA's political engagement (Government and Parliament), monitor political outputs, map stakeholders, deliver events and support meetings.
- To assist in enhancing the profile of the industry amongst all audiences.
- To organise and provide secretariat for industry committees and working parties, formulating Association policy, including minuting of such meetings.
To communicate (often technical) issues to the Association's members through a variety of channels e.g., over the telephone, by email, in Journal articles, via the BH&HPA's website, and at conferences and events.
- To assist in producing responses to Government consultations.

- Editing and proofreading guidance documents.
- To support the organisation of seminars and other information/lobby events, from a small delegation to a large conference,
- To assist in the promotion and support the administration of BH&HPA Branch activities and membership information campaigns.
- To act as secretary to the Association's committees as required: agenda, briefing notes, memoranda, minutes etc.
- To field regular member enquiries through the membership advice line.
- To travel nationally to affect the requirements of the appointment.

Person specification

Attributes	Essential Criteria
Experience	<ul style="list-style-type: none"> • Degree or equivalent education. • Experience of working in a policy, political or broader communications role.
Knowledge	<ul style="list-style-type: none"> • Interest in the industry and BH&HPA matters and upon the operation of the Board of Directors, Committees and Branches in particular. • Knowledge of the UK political landscape. • A keen interest in current affairs.
Skills	<ul style="list-style-type: none"> • Excellent written and spoken communications. • Attention to detail with excellent proofreading skills. • Ability to produce reports, briefings and other written communications often dealing with complex technical information. • Research skills. • Strong interpersonal skills with the ability to influence internal and external stakeholders. • Ability to work flexibly, under pressure, and to short deadlines. • Ability to work as part of a team and establish collaborative relationships across the organisation. • Driving licence required, to visit members and events in remote and rural locations.
	Desirable Criteria
	<ul style="list-style-type: none"> • A working knowledge of French and/or Welsh would be desirable but not essential

To apply

Please email a CV and cover letter (no more than 3 pages total) explaining how you meet the criteria set out above to k.hobley@bhpha.org.uk

Closing date: 21 September 2023

Interview date: 28 September 2023 (in person)

Start date: ASAP

Benefits

- Starting paid annual leave entitlement of 25 days' (FTE), rising incrementally to 26, 28 and 30 days' paid annual leave (FTE) over the course of two years.
- Pension scheme, with employer contributions equal to 10% of basic salary after 1 years' service (if you join).
- Access to Private Medical Insurance Scheme at first renewal following start date (subject to insurer's criteria/acceptance).
- Automatic inclusion in Group Salary Continuance Scheme at first renewal following six months' service (subject to insurers criteria/acceptance).
- Automatic inclusion in Death in Service Scheme (4 x salary) at first renewal following six months' service (subject to insurers criteria/acceptance).
- Centrally located, air-conditioned office within close walking distance of Gloucester's train and bus stations.
- Free on-site parking.