

Job Description: Public Policy and Advocacy, Senior Executive/Senior Associate

UK India Business Council (UKIBC) is an advocacy and strategic advisory with a mission to grow UK-India trade and investment.

The UK India Business Council believes passionately that the UK-India business partnership creates jobs and growth in both countries. The fact that both countries are key investors in each other's economies reinforces this. The UK India Business Council supports our members and clients to achieve success.

Summary of the Position

The policy and advocacy team drives and delivers the UKIBC's evidence-based advocacy campaigns on behalf of our members, including sector-specific campaigns, inputs into the UK-India Free Trade Agreement negotiations, and to address ease of doing business challenges.

Main responsibilities:

- Support advocacy outreach efforts, including:
- Collecting and analysing data for surveys, studies and research.
- Managing and responding to research related communications
- Attending events and meetings, and writing short, accurate records for publication within 24 hours
- Monitor political / economic developments (including progress of Bills and other parliamentary activity, including in States) and feedback timely intelligence to all relevant internal staff.
- Building a network and reaching out to our stakeholders (Indian government, UKIBC members, media) for our reports and white papers.
- Coordinate and execute events such as roundtables, webinars, dinners, and others to support our advocacy work on behalf of members, including managing registrations, securing venues, speaker and delegate management, logistic arrangements, on-site management of events, post-event reporting and marketing.
- Keeping our CRM system - Salesforce, up to date system for members-based engagements.

Qualifications and Skills:

- MBA / Masters in a related field such public policy or international relations.
- Experience in delivering outreach events, seminars, roundtables preferred.
- 3 - 5 years of work experience, ideally within a diverse environment promoting international relations, foreign investor or investor focus.
- Strong ability to manage and prioritise multiple tasks and work independently while meeting tight deadlines.
- Ability to apply creative thinking, while being persistent, motivated, proactive, energetic, and detail oriented.
- Strong interpersonal skills and ability to diplomatically handle sensitive situations to ensure productive partnerships.
- Experience of working in a small, dynamic team in which everyone's contribution matters.
- Knowledge of the UK-India relationship may be an advantage.