

## **Job Description**

Job title: Public Affairs Intern

Team: Public Affairs

Reporting to: Public Affairs Senior Manager

### **Main duties:**

- Support Public Affairs team with the external stakeholder engagement plan.
- Support Public Affairs team with events and roundtables for senior members of the Bank. This will include preparing guest lists, invitations and helping with event management.
- Monitor and keep updated on key parliamentary developments, support the delivery of the weekly intel note.
- Support production of briefings, presentations, and speeches for the Bank's senior management team.
- Draft responses for parliamentary questions, MP correspondence and Government queries.
- There will also be opportunity to work with colleagues across the Bank on other projects.

### **Desired knowledge and experience**

- A good grasp of the overall UK economic environment and the main issues faced by the business community.
- An understanding of current affairs and relevant economic, business-related and financial services public policy issues.
- Political sensitivity / acumen.
- Excellent communicator: articulate and succinct; precise and concise written drafting, with the ability to distil complex and often technical material into straightforward language.
- Ability to work at pace on multiple projects to tight deadlines, consistently delivering to the highest standards; takes the initiative and works well under pressure.
- A strong team-player, building good relationships across the Bank.