



Public  
Law  
Project

# Information pack Public Affairs Manager

April 2026





This is an exciting opportunity to lead and shape Public Law Project's advocacy and influencing work at a critical time.

Following the launch of our new 2025 – 2030 strategy, the successful candidate will develop and implement a public affairs strategy, working closely with research, casework and communications colleagues to shape policy and stakeholder opinion to advance our strategic objectives.

This role works at the intersection of some of the most pressing issues facing the UK today – from advocating for fair and humane immigration and asylum systems, to championing universal access to justice, and addressing the risks posed by the misuse of AI by government. You will play an important role in ensuring our evidence, casework, and legal expertise translate into meaningful political impact.

You will have experience using a range of advocacy tools to influence senior stakeholders in Parliament and Government, including in the context of legislative development. You will also be a strategic thinker, comfortable working across multiple policy areas, with excellent political judgement.

This role sits in our research team. As you grow our influencing capacity and practice, you will need to develop excellent working relationships internally and externally. You will have demonstrable experience of collaborative, inclusive working practices.

You will be committed to PLP's values, have a keen interest in our work, some understanding of public law, social justice and constitutional reform, and a strong desire to affect change.

This is a permanent post. PLP supports flexible working practices and whilst this post is conceived as a full-time role, part-time hours will also be considered for the right candidate.

As part of our commitment to recruiting fairly we use anonymised-selection processes until interview. We also offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.



## Who we are

At Public Law Project (PLP), we work to champion fundamental rights and hold power to account. Our legal challenges have played a pivotal role in successful cases. In just the last year this includes:

- The fight against the Rwanda deportation policy
- The Government's attempts to renege on Windrush commitments
- Attempts to radically cut disability benefits to 100,000 people without lawful consultation
- Preventing the implementation of draconian and unconstitutional anti protest laws.

Our work is highly respected, impactful, and deeply valued across the legal and social justice sectors. To continue tackling the most pressing legal injustices of our time, we need you to engage and inspire those who believe in our mission and have the means to support it.

## About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

- Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
- Our researchers work in partnership with the UK's leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



## Vision, mission and values

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy [here](#).

## Our 2025-2030 strategy at a glance

**OUR PURPOSE AND VALUES**

**To advance fairness through public law**

**Our purpose** uniquely places us to engage with society's challenges and achieve our vision

**Our values** are central to how we will need to work

- We strive for **equity**
- We share **expertise**
- We work in **collaboration**
- We act with **courage**

Our purpose will enable us to address these **challenges** and bring about our vision



**OUR VISION**

**A fair and inclusive society secured by a just and confident state**

**Our vision** is a guiding star to the society we will strive to create

The **cornerstones** are its essential conditions and the areas we can add the most value

The **foundational cornerstone** supports the others and describes a PLP equipped to drive our purpose in pursuit of our vision

- CORNERSTONE 1** Advancing and protecting the frontiers of public law
- CORNERSTONE 2** Justice is accessible to all
- CORNERSTONE 3** No one is marginalised in society by those with power
- FOUNDATIONAL CORNERSTONE** PLP is representative, relevant and respected



## Employment information

**Job title:** Public Affairs Manager

**Reports to:** Research Director

**Contract term:** Permanent

**Location:** Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office 2 days a week for the first 3 months

**Hours:** Full-time or Part-time (minimum 4 days / 28 hours)

**Salary:** £45,690 pa, eligible for cost-of-living uplift this year

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 6 months. Benefits may be offered at a reduced level during the probation period.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements from day one, including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.





## Job description: Public Affairs Manager

### Primary duties and responsibilities

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

#### Strategy and leadership

- Lead the strategic development, delivery, and evaluation of PLP's public affairs and influencing work with key decision makers and influencers, working closely with research, casework and communications colleagues.
- Lead development of a consistent and coherent approach to the planning, delivery and evaluation of our public affairs work.
- Actively participate in organisational planning activities to advance PLP's strategy and priorities.
- Provide high level counsel and insight to the senior leadership team on the political environment, public affairs issues, and related campaigns.
- Manage junior staff in the team where required to do so by the Research Director.

#### Policy and Influencing

- Lead our work to develop proactive and reactive positions on key issues, working with colleagues to ensure that we have policy asks, external positioning and influencing goals that align with our strategic objectives and are shaped by our work.
- Work closely with research and casework colleagues on parliamentary briefings, written evidence, parliamentary questions, and consultation responses that deliver the influencing strategy and advance PLP's strategic priorities.
- Use a range of influencing and campaign tactics, such as briefing parliamentarians ahead of upcoming debates and other key moments; collaborating to set up roundtables and events in Parliament; profile building opportunities for PLP at external events; and finding opportunities to align PLP with decision-makers' agendas.

#### External audiences

- Work collaboratively with research and casework colleagues to identify key stakeholders, develop and maintain relationships and advance PLP's influencing aims.
- Lead on embedding PLP's new CRM system for advocacy and policy stakeholders, taking responsibility for maintaining PLP's records of political engagement and stakeholder management with input and support from colleagues as appropriate.



- Represent PLP at key events including seminars, debates, meetings and party conferences as required.

## **Cross-departmental Work**

- Develop and maintain collaborative working relationships with colleagues and positively contribute to an inclusive working environment at PLP.
- Keep abreast of sector and political developments that are relevant to PLP's priorities through regular proactive horizon scanning and monitoring, and advise, communicate and collaborate with colleagues on how to address and respond to such developments.
- Prepare briefings for internal PLP colleagues.
- Work with the communications team to assist in securing media coverage in support of our influencing objectives.
- Lead on monitoring, evaluation and learning (MEL) for our public affairs and influencing work using PLP's MEL framework and principles.
- Work with PLP's grants and fundraising colleagues including to develop applications and contribute to grant management and reporting as appropriate.

## **General Duties**

- Participating with other staff in the day-to-day operation of PLP's activities and contributing to PLP's general development.
- Attend meetings and other fora and represent PLP as required.
- Undertake general administration and word-processing related to own work.
- Assist others with gathering data for monitoring and evaluation, both internal for SLT/Board and external for funders and stakeholders.
- PLP staff are expected to attend occasional evening meetings. These and other events may also result in the post holder having to be away from home overnight. However, PLP recognises that post holders may have caring and other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.
- Undertake other tasks appropriate to the role as required.



### Person specification: Public Affairs Manager

Knowledge, skills and competencies	Essential	Desirable
Experience of designing and implementing impactful influencing and advocacy strategies, including to influence legislation.	X	
Experience of developing briefings, committee evidence and or consultation responses.	X	
Excellent political judgement, a strong understanding of how Government works and of key policy drivers.	X	
Experience of stakeholder management and collaboration, including developing and maintaining strong working relationships with senior stakeholders and working effectively with internal and external colleagues on joint projects.	x	
Ability to identify and communicate key messages effectively, supported by excellent oral and written communication skills, including persuasive writing and speaking, effective use of evidence, and adapting content, tone and messaging for different audiences and purposes.	X	
Understanding of how to apply monitoring, evaluation and learning techniques to influencing work.	X	
Lived experience of issues relevant to PLP's work and/or experience working on issues affecting marginalised communities, including within NGOs, civil society organisations or the legal/charity sector.		X
Experience of working across multiple legal or policy issues.		X
Experience speaking at public events (including training and workshops)		X
Grant management experience, including donor reporting		X



Personal qualities, commitment and values	Essential	Desirable
Commitment to PLP's core values and commitment to understanding and addressing the effects of discrimination in all work, both external and internal, in line with PLP's Equality, Diversity, and Inclusion (EDI) objectives.	x	
Ability to work flexibly and collegiately within a multi-disciplinary team, including self-servicing tasks such as word processing.	x	
Strong self-motivation, time management and resilience, with the ability to manage setbacks positively and bring an innovative, creative approach to problem-solving.	x	
Personal commitment to development and learning.	x	
Willingness and ability to travel to other parts of the country, occasionally staying overnight or occasionally attend evening meetings. ( <i>To accommodate these commitments, employees are offered the flexibility to adjust their working hours and/or take compensatory time off.</i> )		x
Right to work in the UK.	x	



## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk)

**The deadline for applications is on: Monday 27 April 2026 at 11.59pm.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**First Interviews will be held remotely on Tuesday 12 / Wednesday 13 May 2026.**

**Final in-person interviews will be held on Monday 18 May or Wednesday 20 May 2026.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process and making decisions using selection criteria which do not discriminate.
- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities, and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to



be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 12 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than twelve months.

We do not share recruitment information with third parties.