

| Job Description | |
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| Job Title: | Head of International Affairs |
| Location: | FSB's Westminster Office (with regular international travel) |
| Reports to: | Chief of External Affairs |
| Responsible for: | Senior International Affairs Advisor |
| Job Purpose: | |
| To be the voice of UK small businesses on international issues – including Brexit, international trade, and EU policy – in key Whitehall departments, Parliament, and EU and international institutions. To develop and manage FSB's International Affairs Team, external consultancy, and membership bodies. | |
| Key Areas of Accountability: | |
| <ul style="list-style-type: none"> • Take responsibility and be the lead point of contact for work relating to UK small businesses' international policy interests, including, but not limited to, international trade. • Line management and development of a Senior International Affairs Advisor. • Management of FSB's contracts with its external consultancy and membership bodies, including direct responsibility for a team budget. • Represent and manage FSB's relationships with key political and business stakeholders, both in the UK and internationally. • Build and maintain expert knowledge of the international policy environment and relevant political and legislative developments in the UK, EU, and international arenas. • Direct the team in the design and execution of forward-thinking research on relevant international policy issues, including international trade. • Publish high quality policy reports and papers setting out FSB policy positions in key areas and on relevant legislative proposals. • Lead FSB's work on post-Brexit, post-Transition UK-EU trade and relations, including engaging with the Business Brexit Taskforce, key Government departments, relevant parliamentary select committees, the European Commission, EU member state governments, FSB's European association, and the FSB Northern Ireland team. • Lead FSB's engagement work on international trade, including with DIT, members of parliament, relevant parliamentary select committees, foreign administrations, and institutions such as the World Trade Organisation (WTO). • Working with FSB's Brussels-based consultancy and European association, SMEUnited, lead engagement on relevant EU policy that will affect UK small businesses, including but not limited to trade, product safety, digital, customs, and environmental policy. • When and where required, represent FSB publicly, including in the media, in front of parliamentary select committees, and via the delivery of presentations at internal and external meetings and events to help promote FSB's work. • Direct responses to priority calls for evidence and proposals from a range of sources – including UK Government, parliamentary select committees, and the European Commission – in a timely and well-thought-through way. • Quickly establish a strong relationship with the relevant lead FSB members, including the National Chair, the National Vice Chair Policy & Advocacy, as well as the International Affairs Chair, and the International Trade Chair. | |

This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.



- Work with the policy, public affairs, and media/communications teams to promote FSB interests and on policy that cuts across international and domestic concerns, as well as with the commercial team on relevant products and services.
- Undertake other duties relevant to the Department's activities commensurate with the level of the post and as directed by the appropriate line manager.

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Experts in Business

| Person Specification | | |
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| Attributes | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> Graduate degree in a relevant subject English and Maths to GCSE level or equivalent. | <ul style="list-style-type: none"> Post-Graduate degree in a relevant subject. |
| Experience | <ul style="list-style-type: none"> Previous employment in, or for one or more of the following: <ul style="list-style-type: none"> An international, trade, or EU role in a business or trade association. For a minister or parliamentarian with a Brexit, trade, or EU focussed role. UK or EU civil service or related body. Experience carrying out research and drawing conclusions, including producing written papers and analysing statistical data. Experience engaging with high-level political figures and officials. Previous experience of political strategy, policy or campaigning work. | <ul style="list-style-type: none"> Experience of managing public affairs or policy advisors Experience and some understanding of media handling. Experience of business policy issues. |
| Knowledge | <ul style="list-style-type: none"> Working knowledge of political processes and systems for Westminster and EU institutions. Working knowledge of international trade policy and procedures, including bilateral trade relations and the WTO. | |
| Skills | <ul style="list-style-type: none"> Able to effectively manage VIPs, ministers, foreign dignitaries, political advisors, officials, and lead FSB volunteers (elected members) both in person and at events, on the phone and via written communications. Excellent analytical skills in relation to public consultations, and impeccable writing skills. Good computer skills to support the presentation and promotion of the FSB's work: Word, Excel, PowerPoint, working with databases Good presentation (oral) skills Basic numerical ability in relation to survey work and statistical analysis. | |

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| Specific requirements | <ul style="list-style-type: none">• Be willing and able to undertake regular international travel, in particular to Brussels and Geneva, as well as across the UK; to include evening work and overnight stays. | |
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