

JOB DESCRIPTION

JOB TITLE:	Network and Secretariat Officer
GRADE:	8

THE ROLE

This is a unique opportunity to join the Secretariat team that supports the UK Mayors Network - the collective voice of England’s directly elected Mayors.

Working in a small, high-impact, ambitious, and collaborative team, you’ll operate at the heart of England’s mayoral leadership network. You’ll provide network coordination and secretariat support across key priorities such as devolution, local growth, and place-based innovation - helping to turn ideas into practical delivery.

This is a coordination-led role (c.60%), focused on managing the Network, supporting senior stakeholders, and enabling delivery across workstreams. While there is policy exposure, the role does not involve direct ownership or development of policy.

A core aspect of the role is acting as a central interface across Mayoral Offices, Strategic Authorities, central government and partners - ensuring effective coordination and flow of activity across the UK Mayors Network.

The balance of responsibilities will vary depending on the Network’s priorities and cadence, and may not be evenly split at all times. The work is wide-ranging and involves managing flow of business across the Network, supporting senior-level decision-making processes, preparing meetings, drafting briefings and correspondence. In addition to ensuring actions and priorities are progressed effectively.

Whilst the Secretariat team is housed in the West of England Combined Authority, it supports all Mayoral Strategic Authorities across England.

We’re looking for someone who’s curious about how government works, proactive in connecting the dots, and eager to contribute. You’ll thrive in a fast-paced environment - taking initiative, solving problems, and keeping the network moving forward. You don’t need to arrive as an expert in policy or devolution - what matters most is your judgement, ability to manage complexity, communicate clearly, and adapt quickly as priorities shift.

We’re a team that values integrity, transparency, and people-led leadership.

We work in ways that are:

- **Proactive and agile** - anticipating needs, not just reacting.
- **Collaborative and outward-looking** - connecting Mayors, MHCLG, and partners across sectors.
- **Pragmatic but ambitious** - focused on delivery while always pushing for better.
- **Reflective and self-challenging** - assessing relevance and impact as we go.
- **Learning-oriented** - drawing on global and cross-sector practice to inform innovation.

This role will suit someone who enjoys being at the centre of activity - connecting people, managing flow and ensuring that good ideas translate into collection action in a high-profile political environment.

It is particularly well suited to individuals who enjoy coordination, stakeholder management, and enabling senior decision-making in complex political environments.

You'll be part of a team that values curiosity, agility, and people-led delivery, helping to shape the future of mayoral leadership across the UK.

KEY RESPONSIBILITIES

You'll support the smooth running and strategic development of the UK Mayors Network by:

Network Coordination and Secretariat (approx. 60%)

- Owning the day-to-day coordination of the UK Mayors Network, ensuring momentum across priorities, meetings and decisions.
- Acting as a central point of contact for Mayoral offices, Combined Authorities, central government, and key partners.
- Coordinating meetings and engagement between Mayors, Chief Executives, and Government - managing queries, correspondence and follow up with sound judgement
- Providing agile and professional secretariat support - organising agendas, minutes, and follow-up across multiple workstreams.
- Ensuring actions, decision and priorities are tracked, progressed and delivered in a timely and effective way.
- Conducting research and analysis to inform joint policy positions and briefings.
- Drafting high-quality papers, communications and briefing materials for senior leaders.
- Supporting governance, logistics and stakeholder engagement for network meetings and events.

Insight, Briefing and Forward Planning (approx. 40%)

- Monitoring national policy developments and distilling key insights, opportunities and risks for the Network.
- Supporting the network's governance by enabling effective decision-making processes - maintaining the Constitution, coordinating elections, and facilitating senior-level decision-making.
- Researching emerging issues and helping the team prepare briefings, correspondence, and materials for Ministers and partners.
- Helping to plan the network's forward agenda and annual workplan.
- Contributing to the design and delivery of key meetings and events that showcase the network's work and impact.
- Work flexibly across a wide range of areas, as required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- An understanding of how policy, strategy, politics, and organisational priorities interact.
- Appreciation of the wider political, social and economic context in which policy decisions are made.
- An understanding of the role of devolution.

Experience

- Experience coordination complex meetings, processes or workstreams involving multiple stakeholders and ensuring concise accurate note taking, follow-through on actions and decisions.
- Experience working collaboratively across an organisation and engaging with internal and external stakeholders.
- Experience analysing information and distilling key insights to inform decision-making.
- Experience communicating clearly and persuasively, both in writing and verbally, to a range of audiences.
- Demonstrated ability to manage competing priorities and deliver high-quality outputs at pace.

Skills and Competencies

- Ability to build positive working relationships across teams and disciplines, bringing clarity and structure.

- Ability to quickly absorb new information, ask thoughtful questions, and seek to understand how systems work.
- Excellent written and verbal communication skills to ensure that priorities are communicated effectively, with purpose and precision.
- Ability to take initiative to drive work forward with minimal direction.
- Adaptable to change when priorities or politics may change and require alternative action.

DESIRABLE

Experience

- Working with or around government, local authorities, or public affairs.
- Supporting boards, committees, or senior groups.
- Research or analysis in a policy or strategy context.