

JOB DESCRIPTION

JOB TITLE:	Mayor's Political Assistant
MANAGED BY:	Manager of the Executive Office
GRADE:	10 SCP 36-38

ROLE OVERVIEW

Key accountabilities:	<ul style="list-style-type: none"> • Build and maintain effective relationships with internal and external political stakeholders to enhance the reputation of the mayor and region. • Research and prepare speeches, letters, and responses on behalf of the mayor for a range of audiences. • Provide high level political advice and support to the mayor on internal and external matters. • Work with the Communications Team to ensure the mayor's priorities are effectively communicated.
Key relationships:	<ul style="list-style-type: none"> • Mayor, Local political leaders, Combined Authority colleagues, local and national political colleagues

THE ROLE

The newly elected Mayor of the West of England is seeking a dynamic, politically astute, and strategically minded individual to support her in delivering her priorities.

This is a fast-paced, multifaceted role focused on political relationships, communications, and policy analysis. You will be at the heart of regional politics, translating complex Combined Authority issues into clear, compelling messages for the mayor, the public, press, and key stakeholders.

The role demands an instinct for political messaging, strong writing and stakeholder management skills. You will act as a crucial link between the mayor and political

partners, helping to build and maintain strategic relationships and shape ideas into actionable policy.

This is an exciting opportunity for someone who thrives in a political environment and wants to play a central role in shaping the public profile and managing the political relationships of the Mayor of the West of England.

KEY RESPONSIBILITIES

Political engagement and stakeholder management

- Support the mayor's engagement with political colleagues both regionally and nationally.
- Lead on Parliamentary liaison to advance the mayor's local objectives and strengthen relationships with local MPs and key stakeholders.
- Represent the mayor in meetings with officers, external stakeholders, and other political colleagues as appropriate.
- Act as a key liaison between the mayor and Combined Authority officers to ensure political priorities are reflected in organisational work.
- Coordinate with the Chief Executive and/or Monitoring Officer on governance matters and matters of corporate significance.

Political communications and media engagement:

- Support the mayor in correspondence with residents, stakeholders, and political colleagues.
- Monitor news and social media and work with the communications team to identify relevant updates and opportunities to promote the mayor's messaging.
- Support the organisation of media events, briefings and support the mayor with interviews, speeches, and communications planning.
- Draft accurate and politically impactful press releases, articles, blog posts and media briefings.
- Support the creation of social media content and contribute to mayoral campaigns and digital content (graphics, video, etc).

Policy and research:

- Analyse and summarise Combined Authority documents, strategies, and budgets into accessible summaries for the mayor, highlighting relationships with national policy.
- Identify political and evidence-based policy opportunities within Combined Authority business to promote the mayor's priorities.
- To service meetings as required by the mayor, both internal and external to the council, preparing briefing notes, speaking notes, and providing policy and procedural advice to assist the mayor in their preparations.
- To carry out other duties as directed by the mayor in support of the overall work of the Combined Authority.

- Compliance with the requirements of the Local Government and Housing Act 1989 restrictions on politically restricted posts and the terms of the Local Government Officers (Political Restrictions) Regs 1990.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- A degree is **not essential**. Applicants with relevant experience in political communications, public affairs, media, or campaigning are encouraged to apply.
- Strong understanding of UK politics, including political party policy at the local, regional, and national level.
- Understanding of the legal and financial framework within which regional government operates, and of its role within the local community.

Skills and Competencies

- Strong analytical, communication and organisational skills appropriate to operating at a strategic level.
- Politically astute and comfortable working in sensitive or high-pressure environments with necessary tact and sensitivity.
- Excellent interpersonal skills able to build effective relationships across political and professional boundaries.
- Creative, proactive, and self-motivated- able to suggest ideas and take initiative.

DESIRABLE

Experience

- Proven experience in communications, campaigning, journalism, or political advisory roles.