

ROLE TITLE: Policy Assistant	REPORTS TO: Chief of Staff
DEPARTMENT: External Relations	
<p>ROLE PURPOSE:</p> <p>AFME is an industry association representing a wide range of participants in Europe’s wholesale financial markets. Its objectives are to promote safe, sound and efficient wholesale financial markets supporting economic growth, employment and investment. Our Members comprise most of the major wholesale financial firms operating in Europe and are committed to high quality reform of European financial markets.</p> <p>This is a new post based in our External Relations team and supporting members of the leadership team. The post-holder will have good exposure to senior staff across the organisation in this exciting and varied role.</p>	

Key accountabilities	Key activities / Decision areas
Corporate Governance	<ul style="list-style-type: none"> Supporting end to end execution of AFME’s corporate governance meetings, including AFME Board and Executive Committee Working with Chief of Staff to draft agendas, commission, review and finalise papers and oversee follow up actions for the above meetings
Chief of Staff support	<ul style="list-style-type: none"> Assisting Chief of Staff in drafting briefing notes and background material for internal and external meetings Taking minutes or preparing summary notes of external and internal meetings as required Drafting correspondence for Chief of Staff where necessary
Director of Strategy support	<ul style="list-style-type: none"> Supporting end to end execution of AFME’s finance and Brexit related meetings General support for the annual business planning process
General / Administration	<ul style="list-style-type: none"> Keeping up to date knowledge with AFME’s key priorities and positions Light administrative support for Chief of Staff Supporting interaction of External Relations team as a whole, for example planning team meetings

Main contacts (external and internal)		
Contact group	Frequency	Purpose
<ul style="list-style-type: none"> Chief of Staff 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Line management
<ul style="list-style-type: none"> Director of Strategy 	<ul style="list-style-type: none"> Weekly 	<ul style="list-style-type: none"> Coordination on corporate governance
<ul style="list-style-type: none"> CEO’s office team 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Corporate governance, general coordination

<ul style="list-style-type: none"> ▪ External Relations Team ▪ External contacts 	<ul style="list-style-type: none"> ▪ Weekly ▪ Weekly 	<ul style="list-style-type: none"> ▪ Preparing and coordinating team meetings ▪ Attending meetings and recording meetings; drafting correspondence
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Person specification

Key Competencies

Essential:

- Ability to work within a fast-paced environment reacting calmly and positively to meet short deadlines
- Ability to define task timelines and dependencies and drive them to completion
- Strong writing skills coupled with ability to tailor written communication style to a range of audiences
- Strong attention to detail
- Experience of working with a high level of confidentiality and discretion
- Demonstrated ability to communicate effectively throughout all levels of an organisation

Desirable:

- Strong verbal communicator
- Ability to multi task and manage own workloads with minimal supervision

Knowledge Skills and Experience

Essential:

- Good academic track record, preferably a 2.1 degree
- Good level of numeracy
- Good analytical and report writing skills
- High degree of proficiency with Microsoft Office
- Strong Microsoft Office and Outlook (email and calendar) skills

Desirable:

- 2-3 years' experience working in a policy or governance related role either in the European Commission, Civil Service or a relevant company in the Financial Services industry
- Previous experience working with senior level stakeholders
- Second or third European language