



Job Title: Global Affairs Officer
Contract Type: Full time
Reports to: Head of Stakeholder Engagement
Direct Reports: -
Location: London

THE ORGANISATION:

Canning House (CH) is the UK's leading global forum for thought-leadership and pragmatic debate on Latin America (LatAm) and the region's political, economic, social, health and environmental trends and issues - and their implications for business risks and opportunities.

THE ROLE:

The role of the Global Affairs Officer is to cultivate CH's geopolitical and socioeconomic intelligence gathering and deployment, substantive content, contacts with the diplomatic, parliamentary and academic communities as well as international and non-profit organisations.

Specifically, the above requires the Global Affairs Officer to deliver as follows:-

I. Intelligence Gathering and Stakeholder Engagement:

Diplomatic contacts and the broader public sector:

- engage closely with the UK and LatAm public sectors, including the Foreign, Commonwealth and Development Office (FCDO) and Department for International Trade (DIT) among others and their LatAm equivalents, as well as LatAm embassies in the UK and UK embassies across the region
- arrange timely CH briefings and advice for all UK to LatAm and LatAm to UK visiting dignitaries
- reinforce CH's status in the diplomatic community as a partner of choice

Parliamentary contacts:

- nurture CH's contacts with our Honorary Vice-Presidents in the Houses of Parliament, involving them in events as guests, speakers and chairs
- carry out the secretariat role for the All-Party Parliamentary Groups relating to Latin America and develop a programme of joint events
- actively seek to extend the CH contact base to regional politicians and mayors

Academic contacts:

- maintain and grow CH's network of individual academics, both in the UK and LatAm

- continue to encourage academic participation as expert speakers at CH's events
- facilitate events and networking with Chevening scholars from LatAm, in close collaboration with the FCDO and their UK host institutions

International and non-profit organisations:

- maintain and expand CH's network of international and non-profit organisations
- actively encourage participation of international experts as speakers at CH's events
- keep abreast of the 2030 Sustainable Development Agenda and related developments across the LatAm region

II. Content development and curation:

- commission and deploy, in liaison with the broader CH team and CH's various providers of external geopolitical and socioeconomic expertise (LatinNews, Arko Advice, Atalaya, etc.), CH-branded papers, reports and geopolitical and socioeconomic briefings
- develop and curate, in collaboration with the broader CH team and the portfolio of stakeholders detailed above, content for CH events and their marketing campaigns

III. Event design:

- design and propose events and thematic event series rooted in intelligence gathered from stakeholders
- identify and secure the participation of expert speakers
- seek to develop the socio-economic and geo-political programme so as to offer social networking opportunities for corporate alongside non-corporate members

IV. Cross-cutting priorities in close coordination with the rest of the CH team:

- pro-actively seek and secure communications, press and marketing opportunities to promote the work, reputation and impact of CH, both in the UK and Latin America
- actively seek sponsorship (both monetary and in-kind) for CH events and activities
- investigate and secure funding opportunities for events from foundations & high-net-worth individuals among others

EXPERIENCE & SKILLS:

- keen interest in public affairs, government and international relations is desirable
- knowledge, professional experience and interest in Latin America is highly desirable
- Spanish and/or Portuguese is highly desirable
- proven administrative and organisational experience (including events) – ideally in an international environment
- educated to degree level (desirable)

PERSONAL QUALITIES:

- a driven, enthusiastic and hard-working team player able to communicate information effectively with team members and seek opportunities for cross-collaboration (especially in the corporate sphere)
- a proactive approach to all aspects of the role
- exceptional attention to detail and pride in one's own work
- great time management skills, the ability to prioritise work and also to ask for assistance in a timely manner where necessary
- strong diplomacy skills (both written and verbal) for interacting with third parties

HOURS:

Normal hours are 09:30-17:30 but must be flexible, willing and prepared to actively participate in CH and external events (dependent on Covid-19 guidelines) and work extra hours as necessary including early starts or late evenings.

BENEFITS:

Salary starting at £27,000 plus healthcare scheme, pension, season ticket loan and 25 days annual leave (excluding public holidays). (Please note that no relocation fees are paid by Canning House.)

LOCATION:

Canning House, 126 Wigmore St, London, W1U 3RZ (nearest tube Marble Arch and Bond street). Flexible working arrangements apply.

HOW TO APPLY:

Please send your tailored CV and covering letter to Angela Viola-Glapinska, Head of Stakeholder Engagement at angela.viola-glapinska@canninghouse.org by Monday 15th August 2022.

START DATE:

Immediate.