



Director of External Affairs



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The communications, policy and
advocacy headhunter

Headlines

Title:	Director of External Affairs
Reporting to:	Director General
Remuneration:	Competitive six figure salary plus excellent benefits
Location:	Chancery Lane, London / Hybrid
Job purpose:	<p>To ensure that the response to the demands of our external stakeholders, and the needs of our members, remains based on a consistent narrative approach, informed by appropriate research.</p> <p>This will involve the overall responsibility for a team of 9, with direct management of 1 Team Head and 3 Managers.</p>
Further reading:	Website Annual Review 2021-22



About the BVCA

The British Private Equity & Venture Capital Association (BVCA) is the voice of private capital in the UK.

We are the industry body and public policy advocate for the private equity and venture capital industry in the UK. We have been acting on behalf of this community for almost 40 years, enabling it to uphold its vision and achieve its goals, as it has moved from a niche part of the investment community to being a mainstream part of the wider economy. We actively represent this diverse community of long-term investors enabling them to speak with one clear and consistent voice to wider society, including the Government, media and MPs.

The BVCA engages with and supports the private capital community, connecting institutional investors, fund managers, portfolio companies, advisers and service providers. Our membership comprises more than 700 firms, including over 325 private equity and venture capital businesses, over a hundred institutional investors and more than two hundred professional services firms. Our role is to be the unrivalled forum where the industry gathers to network, learn and address a wide range of issues; of equal importance, we represent the industry to key stakeholders in government, Parliament, the media and elsewhere through the advocacy delivered by our policy and external affairs departments.

Our members are active long term investors who engage with their portfolio companies so that they grow and achieve their long-term ambitions – beyond the returns to investors (which typically out-perform the public markets), this also creates value for the country, economically and socially. Over 2 million jobs in the UK are backed by private equity and venture capital – many of these are the jobs of the future in high-growth sectors like biotech, software and clean energy, but equally important are those in more established parts of the economy where private capital galvanises the competitiveness and productivity of the companies they invest in. For the UK as a whole, the industry helps to attract investment and talent from around the world to the UK.

Role responsibilities

The Director of External Affairs is responsible for leading the BVCA's external response to a wide range of challenges facing the industry. They will work to raise the profile of the BVCA and the PE/VC industry by strengthening relationships with stakeholders and be responsible for the strategic direction of Public Affairs, Research, and External Communications.

As part of the Senior Management Team (of 6 directors), the Director of External Affairs reports to the Director General, who is accountable to the board for the delivery of the Association's strategy and its operational performance. In turn the Director leads a team of experts in their fields and works with the Policy Director and a series of member committees to implement the BVCA strategy.

As a key part of the Senior Management Team, you will be supporting the Director General and others in implementing the BVCA strategy by developing programmes and leading activity in relation to:

- **Politics** - engaging with ministers, the UK Parliament, political advisers, senior civil servants, think tanks and related organisations; and engaging with those in equivalent positions in the devolved nations and the devolved English regions.
- **Media** - engaging with relevant media across the UK.
- **Business**: engaging with leading business organisations and other relevant trade bodies.
- **Research** - ensuring research of value is produced to members and stakeholders.
- **Communications** - leading the Communications Action Plan.

The Director of External Affairs will work closely with the Director of Policy to ensure strategic alignment of both departments.

Essential Skills and Experience

The ideal candidate will possess the following skills and experience:

- Expertise in and knowledge of the highest levels of the UK political system and media.
- Relationships at senior levels with key political, media, business and research ('PMBR') stakeholders; liaison with counterparts at international organisations.
- Creation of narratives explaining complex issues to key stakeholders.
- Expertise and understanding of key areas relevant to industry advocacy and research.
- Ability to pick up on and adapt to changing priorities.
- Industry awareness to ensure best practice is incorporated.
- Management of complex projects and diverse teams.
- An empathetic leader who likes to both coach and empower their team to contribute to business and strategic goals.
- A skilled prioritiser, able to execute on multiple objectives at once while ensuring key milestones are reached in a timely manner.
- Excellent writing and presentation skills.
- Collaborative and consultative approach.
- Ability to manage pressure and stress well, with a calm and logical approach.
- A positive and flexible outlook.



Why work for the BVCA?

The BVCA Executive comprises a diverse range of staff unified in their aim to drive forward the industry and actively demonstrate its impact to the Government, media, and the public at large and to reinforce the crucial role our industry plays in the global economy.

We support an environment that is based on merit and inclusiveness, where all employees can develop their full potential, irrespective of their race, gender, marital status, age, disability, religious belief, political opinion or sexual orientation.

By joining the BVCA you will:

- Be part of the leading trade body for the private capital industry in the UK, supporting the growth of the industry and deepening the understanding of external stakeholders to the benefit of the industry.
- Join a senior team of directors delivering a strategy focused on ensuring the industry is properly represented in a fast-changing policy and political environment and is properly equipped to deal with those changes.
- Lead and develop a team of talented and committed professionals.
- Experience a friendly, engaged, and passionate work environment (with regular social activities) with a supportive culture.
- Receive a competitive salary, reflecting the technical requirements and seniority of the role, and a performance-related discretionary bonus.
- Enjoy important benefits: 25 days holiday in addition to Bank Holidays; a 10% non-contributory pension; non-contractual day off for your birthday.
- Receive life and medical benefits: life assurance (4 times salary); private medical Insurance for you*; health cash plan*; critical illness and income protection insurance*; employee Assistance Programme – includes Mental Health support, Virtual GP, Nutrition advice and Financial wellbeing.
- Have access to other benefits: interest free season ticket loan; corporate discounts; reimbursement of up to 2 professional institutes; generous support for professional and personal development.

Next steps

Ellwood Atfield recruits for organisations that are seeking to influence their internal and external environments. We are specialist head-hunters recruiting communications, public affairs, corporate affairs, sustainability, policy, regulatory, and media relations professionals.

We are committed to diversity and proud that, in acting for our clients, we select candidates regardless of race, sex, sexual orientation, disability, religion or belief, being or becoming a transsexual, being pregnant, married or in a civil partnership and age.

Please contact Gavin Ellwood for an initial discussion.



Geraldine Hetherington is a Board Director of Ellwood Atfield and qualified solicitor. With sixteen years' headhunting experience she specialises in senior appointments. Prior to this Geraldine was the Chief Operating Officer of Hudson Global, Inc. in the UK and the former HR Director of Monster and TMP.

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Gavin Ellwood is the Founder of Ellwood Atfield and has over 25 years' headhunting experience. He specialises in the appointment of senior leaders and advises the boards of a diverse range of global organisations on the appointment of communication and advocacy experts. Gavin is a Past Master of the City of London Company of Communicators.

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