

Job Description – Policy & Advocacy Manager (Europe)

Job title:	Policy & Advocacy Manager (Europe)
Department:	Advocacy
Reports to (role):	Policy & Advocacy Director
Staff or contract:	Permanent
Date revised:	

1 PURPOSE OF THE JOB

The Policy & Advocacy Manager (Europe) is responsible for monitoring and influencing EU and UK legislative and regulatory developments affecting IMCA members. Working closely with the Policy & Advocacy Director, the role will manage IMCA's engagement programme across the UK and EU, develop clear and evidence-based advocacy materials, and build effective relationships with policymakers, regulators, trade bodies and industry stakeholders to ensure members' views are represented in the policy-making process.

KEY RESPONSIBILITIES

- Horizon scan and monitor European legislative and regulatory developments impacting IMCA members
- Working closely with the Policy & Advocacy Director, manage our engagement programme in the UK and EU
- Draft policy briefings, consultation responses and position papers – ensuring IMCA's voice is heard in the policy making process
- Regularly attend policy-related events, committee meetings and conferences, to raise IMCA's profile and represent our members
- Cultivate relationships between IMCA and policy makers, trade bodies and regulators – seeking opportunities to collaborate and to influence policy
- Work closely with the IMCA technical team and relevant IMCA committees to share industry expertise and views into the policy making process, both directly and through bringing IMCA experts to the table
- Provide support for committees led by the advocacy department, particularly the Marine Policy & Regulatory Affairs (MPRA) Committee and Legal, Contracts, Insurance and Compliance (LCIC) Committee
- Provide timely internal updates on policy developments and draft European policy content to the communications team

2 SKILLS AND EXPERIENCE – POLICY & ADVOCACY MANAGER (EUROPE)

- **Essential:**
 - Experience of working on EU & UK policy and advocacy, ideally within a membership, regulatory, or not-for-profit organisation.
 - Track record in engaging with government organisations, political representatives and regulators in the EU & UK.
 - Strong understanding of the policy making process in the EU & UK.
 - Excellent written communication skills, with an ability to translate complex information into concise text – showcasing impact and relevance.
 - An excellent verbal communicator, confident in presenting persuasively to audiences big and small.
 - Familiar with developing policy briefings, consultation responses and other advocacy materials.
 - Willingness to travel to Brussels and/or other locations as needed for advocacy work.

- **Preferred:**

- Experience of working in the maritime sector, energy sector, or wider transport sector.
- Experience working with trade associations or industry bodies.
- Degree or equivalent qualification in public policy, law, political science, or related field.

This job description documents the key roles and responsibilities and is not intended to be an exhaustive list; other duties may be required and/or amended depending on the needs of the business.