



## Head of Liaisons

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This is a core role within King's Think Tank Committee, providing leadership and essential for the image and communications of King's Think Tank within the King's community and externally. This role will be at the centre of planning and outreach of King's Think Tank and will suit someone who is comfortable with a high profile, high responsibility position, who is both big picture and detail-oriented, and is looking always to promote King's Think Tank positively.

Job responsibilities:

- Provides leadership and support to the policy centre liaisons, through monitoring and managing the work of the liaisons to ensure liaisons are working effectively/happily
- Develops partnership, advocacy and lobbying strategy for King's Think Tank and provides leadership on external relations and major partnerships
- Maintains consistency, synergy and support across King's Think Tank of all partnership and advocacy work of the Liaisons within each policy centre and manages chart of all previous partners and speakers to ensure ongoing retention of corporate knowledge
- Provides administrative support for KCLSU room bookings and Eventbrite management

The Head of Liaisons will work closely with:

- President, Vice-President and Directors of King's Think Tank, representing King's Think Tank within King's, with strategic partners and high-profile guests
- Policy Centre Presidents and Liaisons, to ensure strong partnerships with potential speakers and advocacy channels
- Head of Communications, in working to ensure logistic support and public promotion of events works to ensure consistent successful King's Think Tank events.

Desirable Skills/Attributes:

- Public relations experience and professional presentation – awareness of quality consistent messaging and ability to manage suite of tools to support messaging
- A strong people person, with ability to provide leadership in networking and advocacy/lobbying

- Be motivated, ability to deliver work to deadlines, good communication skills, capacity to generate creative ideas, time management and organizational skills