



6 Bell Yard
London WC2A 2JR
T: 020 7421 4640
E: mail@booksellers.org.uk
www.booksellers.org.uk

Communications and Public Affairs Officer

Reporting to: Head of Policy and Public Affairs and Head of PR and Communications

Salary: £32,000

Place of work: 6 Bell Yard, London. This is a full-time office-based role, working on a hybrid model, with currently a minimum of three days in the office per week. In-office training will be required during the initial four weeks.

The Booksellers Association is seeking a Communications and Public Affairs Executive to support the delivery of the Booksellers Association's activity in these areas across the UK and Ireland, reporting jointly to the Head of Policy and Public Affairs and the Head of PR and Communications.

The post holder will support the promotion of the Booksellers Association's public affairs and policy activity, trade communications and consumer PR campaigns via effective engagement with media, parliamentarians, policymakers and other key stakeholders. The role offers an excellent opportunity for an ambitious communications or public affairs professional who is interested in retail and culture, and who enjoys working across a wide range of projects.

Key Responsibilities

Trade Communications and Consumer PR

- Support the delivery of the Booksellers Association's communications strategy across public affairs, policy, events and membership services by managing and developing social media channels (Instagram and LinkedIn), newsletters and relevant website content.
- Support the delivery of the Booksellers Association's consumer PR strategy, including campaigns such as Books Are My Bag, Independent Bookshop Week, Bookshop Day, the Indie Book Awards and Indie Book of the Month, by coordinating media outreach and, where appropriate, leading on securing traditional media coverage.
- Manage and maintain the Booksellers Association's communications and PR databases, including media contacts, press distribution lists and coverage monitoring.
- Work collaboratively with the Head of PR and Communications to draft press releases, stakeholder quotes, media briefings, key messages and communications plans.

Policy and Public Affairs

- Lead on the administration and organisation of political engagements including meetings, bookshop visits and Parliamentary receptions

- Monitor and prepare reports on political developments across Westminster and the devolved administrations relevant to the Booksellers Association's public affairs strategy
- Work collaboratively with the Head of Policy and Public Affairs to draft publications, briefings, and submissions for external audiences
- Build contacts with relevant stakeholders across Parliament and the Civil Service, as well as with regional government and devolved administrations

Requirements and Skills

- Experience working in a political environment in a trade body, trade union, think tank, Parliament, Government or other equivalent public policy environments

OR

- Experience working within a communications or PR function preferably within a trade body, charity or non-for-profit and ideally encompassing both social platforms and traditional media
- Excellent written communication skills and ability to work quickly and accurately to deadlines.
- Excellent organisational skills, self-management and the ability to juggle multiple projects at the same time are vital.
- Happy to travel for business; including conferences, bookshop visits, public events and parliamentary engagement across the UK and Ireland
- Passionate about bookshops and their communities alongside the wider retail landscape and the health of the high street.

About the Booksellers Association

The Booksellers Association is the membership organisation for booksellers in the UK and Ireland and represents over 95% of booksellers. The Booksellers Association exists to advocate for, support, advise and work with its members to provide business-critical products and services for booksellers.

These include National Book Tokens, the gift card for book lovers; Batch, the award-winning EPOS, stock management and payments service; a full range of money-saving affinity deals; a free Business Support Helpline; Booktime magazine; government lobbying and representation work across the nations and regions; networking opportunities and events; and Books Are My Bag, the consumer-facing campaign which includes Indie Book of the Month, Independent Bookshop Week, Bookshop Day, the Books Are My Bag Readers Awards, Christmas Books, Summer Books and more.

How to apply

To apply, please send your CV and a covering letter to jobs@booksellers.org.uk explaining why you're interested in the role and what you could bring to the Booksellers Association. As this is a communications role where excellent writing skills are essential, we encourage you to write your covering letter in your own words rather than relying on AI-generated content. We want to understand your individual writing style, ideas and motivation.