



Policy and Campaign Officer – Advert

Not-for-profit Trade Association

Salary: £30,000 - £33,000 (pro-rata)

Hybrid working between home, Derby, and London. Includes frequent UK travel. Permanent, 36.5 hours a week, with some flexible working.

About the job

As the British Pest Control Association's Policy and Campaigns Officer, you'll be responsible for conducting research, analysing data, and developing policy recommendations to support the Association's public affairs objectives and initiatives.

You will play a crucial role in shaping policies that have a significant impact on the organisation and our members.

Your work will involve being part of the wider marketing and communications team, liaising with government agencies to gather information, assess policy implications, and influence government policy.

This is a small, dynamic team, and you'll work across many projects. However, your primary responsibilities will include:

- Conducting thorough research on legislative and regulatory issues affecting the pest management sector
- Gathering and analysing data and information to identify trends, assess policy implications, and recommend appropriate courses of action
- Developing and drafting policy papers, briefing notes, reports, and other written materials to communicate policy positions and recommendations
- Monitoring legislative and regulatory developments, including proposed changes and amendments, and evaluate their potential impact on the association and its members
- Establishing and maintaining relationships with external stakeholders, such as government agencies, industry bodies and advocacy groups, to gather insights and influence policy decisions
- Participating in meetings with politicians and civil servants to represent the Association's interests and provide policy expertise
- Contributing to the development and execution of advocacy campaigns through our members to promote the Association's policy agenda
- Crafting persuasive and clear messages for external audiences, including policymakers and the media.

The role has a significant level of flexibility with home-working, working at our office in Derby and working with our Chief Executive who is based near London.



There will be significant development opportunities as you will be working in an award-winning trade association and working with an experienced government relations professional.

The person

This role is perfect for someone in their first or second policy or public affairs role with some policy or communications expertise, plus a bachelor's degree in public policy, political science, or another relevant field.

Proven experience working in policy research, analysis, development, or a related role will be advantageous.

Above all, you will have strong analytical and research skills, with the ability to gather, interpret, and synthesise complex information. You'll be an excellent written and verbal communicator, with the ability to present complex policy concepts to diverse audiences.

To work with us you must be dedicated to professionalism, ethical conduct, and maintaining confidentiality.

About us

We're the British Pest Control Association (BPCA) – the UK's trade association for pest management. We provide support and a voice within the sector to over 750 member companies and 10,000 affiliates, with a c. £1.8m turnover.

Established in 1942, we're a not-for-profit membership organisation with a suite of benefits, courses, events, and publications. We operate from our premises on Pride Park, central Derby, 10-minute walk from Derby Station.

The purpose of our public affairs and communications activity is to:

- Increase the profile of the Association and its members
- Create a legislative and regulatory landscape that helps our members protect public health.

To apply

The job description and person specification for the role is available via bpca.org.uk/jobs.

Please provide a covering letter which includes your current salary details with your application by CV.

This should be sent to Scott Johnstone, BPCA Marketing, Technology and Communications Manager, 4A Mallard Way, Pride Park, Derby DE24 8GX or via email to policy@bpca.org.uk to arrive no later than 10.00 am on 7 July 2025. Bear in mind we hope to hold initial interviews on 29 July 2025.

June 2025



Policy and Campaign Officer – Job description, responsibilities, and personal specification

Trade Association

Hours	36.5 hours a week
Responsible to	Marketing, Technology and Communications Manager
Based at	Home working (ideally London-based), London, Derby office. Regular UK travel.

Principal function

This post is designed to support the Marketing, Technology and Communications Manager and Chief Executive deliver and administer our not-for-profit, trade association's policy and public affairs strategy.

You'll help increase the profile of the Association and its members to governments, civil servants, politicians and other stake holders by crafting campaigns and policy ideas for the pest management sector.

This role is part of an award-winning team. You'll help get public health pest management on the national policy agenda by creating awareness campaigns on how our members help save and improve lives through their work.

Key responsibilities

Policy and research

- Conducting thorough research on legislative and regulatory issues affecting the pest management sector
- Gathering and analysing data and information to identify trends, assess policy implications, and recommend appropriate courses of action
- Monitoring legislative and regulatory developments, including proposed changes and amendments, and evaluate their potential impact on the Association and its members
- Staying up to date with industry trends, best practices, and emerging policy issues to inform strategic decision-making
- Identifying emerging trends, risks, and opportunities that may impact the industry and the Association.

Communications and campaign management

- Developing and drafting policy papers, briefing notes, reports, and other written materials to communicate policy positions and recommendations



- Crafting persuasive and clear messages for external audiences, including policymakers and the media
- Building creative collateral for campaign materials
- Collaborating with the marketing and communications team to ensure consistent messaging across various channels
- Contributing to the development and execution of advocacy campaigns through our members to promote the Association's policy agenda.

Relationship building

- Establishing and maintaining relationships with external stakeholders, such as government agencies, industry bodies and advocacy groups, to gather insights and influence policy decisions
- Participating in meetings with politicians and civil servants to represent the Association's interests and provide policy expertise.

Reporting

- Supporting the implementation of policies and monitor their effectiveness, making recommendations for adjustments as necessary
- Monitoring relevant metrics and key performance indicators to evaluate the effectiveness of public affairs efforts
- Report back on progress to BPCA membership, committees, and Executive team.

Other areas

The above list is not exhaustive. We're a small team, so you will need to help cover some simple communications tasks as required. The job holder may be asked to carry out such other duties within their capability as may be required from time to time.

Quality and service improvement

The postholder will be required to focus on quality and continuous service improvement. Quality for BPCA means 'Fit for purpose'; the processes we follow and products and services we deliver should all be suitable for their intended purpose. Our approach should be "right first time"; mistakes should be eliminated.



Each employee of BPCA has a responsibility to monitor and propose changes that improve BPCA processes, products, work ethics and the environment to deliver:

- Closer and more productive relationships with our customers
- Long term service improvements rather than quick fixes
- Cost savings
- Elimination of wasted time and effort.

Personal specification

Essential qualifications

- Educated to degree level in public policy, political science, or another relevant field

Essential other

- strong analytical and research skills, with the ability to gather, interpret, and synthesise complex information
- An excellent written and verbal communicator, with the ability to present complex policy concepts to diverse audiences
- Knowledge of legislative and regulatory processes, including an understanding of policy formulation and implementation
- Ability to work independently and as part of a team, managing multiple priorities and deadlines
- Strong interpersonal skills with the ability to build relationships and collaborate effectively with internal and external stakeholders
- Demonstrated commitment to professionalism, ethical conduct, and maintaining confidentiality
- Proficiency in using research tools, data analysis software, and Microsoft Office Suite.

Desirable

- Experience working in policy research, analysis, development, or a related role
- Understanding of chemical regulation / industry-related regulations
- Experience working for a not-for-profit organisation
- Communications experience
- Pest control industry experience.

The package

A basic salary of up to £33k pa depending upon experience.

Additional benefits:

- Annual bonus scheme (non-contractual)
- Stakeholder pension scheme (after a qualifying period)
- Private health care (after a qualifying period)
- 25 days of holiday (pro-rata) plus public holidays
- Work phone, laptop and equipment provided
- Regular team days and a Christmas party
- Excellent working conditions.

June 2025