

# BRITISH COPYRIGHT COUNCIL

## Director of Policy and Public Affairs

<b>Reporting To:</b>	The Chairman and the Board
<b>Time commitment:</b>	Hours to suit and as necessary to deliver the services described below but where possible within the normal working day of member organisations and government departments. As a guide, it is envisaged that the role will involve around 85 hours across the month (flexible as workload varies).
<b>Fee:</b>	<b>£ 30 per hour, up to a maximum of £ 2,500 per month (£30,000 pa) to be invoiced monthly in arrears (plus expenses reimbursed at approved company rates, subject to invoicing</b>

### KEY PURPOSE

- To work with the Members of the British Copyright Council (BCC) and its Board and Working Groups to formulate and promote copyright policy.
- To act as the BCC's representative as and when required.

### SPECIFIC DUTIES:

#### Advocacy/policymaking

- Oversee the role of the BCC in developing policy;
- Attend external meetings with stakeholders and represent the BCC on policy issues, either alone or with Board and Members;
- Monitor and research policy developments at UK and international level and report to Board and members;
- Attend all meetings of the Board, Council, Copyright and Technology Working Group and other ad hoc Working Groups (all held in London);
- Ensure the BCC responds to relevant consultations and, working alone or with others to draft BCC responses to such consultations and other legislative developments;
- Maintain relationships with organisations across the creative industries and with government for the purpose of monitoring and responding to policy developments relevant to copyright law and the framework for recognition and protection of intellectual property;
- Identify key political figures with an interest in copyright issues and deliver an engagement programme to build awareness of the BCC and its issues;
- Ensure proper member approval procedures for achieving consensus on responses are agreed and followed and ensuring members participate and contribute where possible;

#### Membership Liaison

- First point of contact for Members and for other non-member organisations which work

with the BCC;

- Develop membership by managing membership relations and developing/implementing a membership recruitment strategy.

### **Communications and Enquiries**

- Preparation of press releases and liaison with press;
- Prepare content for the website and weekly newsletter;
- Contribute to BCC social media presence;
- First point of contact for government;
- First point of contact for press;
- Only point of contact for members of the public.

### **Other services**

- Oversee, lead and implement the outcome of internal projects e.g. strategic review;

### **Education/training**

- Assist, in coordination with the Executive Administrator, in overseeing the running of the BCC/WIPO Advanced Training Course in Copyright and Related Rights\* (a two-week residential course for government officials from developing countries) including organisation, programme development, speakers, fundraising, hospitality, hotels and participant welfare, financial management, etc.\*

\* A separate fee of £3,000 is paid for organising the training course.

Please email applications with CVs to the BCC Chair, Trevor Cook, at [trevor.cook@wilmerhale.com](mailto:trevor.cook@wilmerhale.com) no later than Wednesday 19 February 2020. Interviews for suitable candidates will be held in London on 27 February 2020 and an interview for shortlisted candidates will be held in London in the morning of 4 March 2020.