

Career Opportunity: Policy and Compliance Adviser

Location:

Feltham

An opportunity has arisen at BIFA for a **Policy and Compliance Adviser**. As a key member of our team, you will be responsible for air, security and dangerous goods.

Key Responsibilities:

Your key responsibilities will fall in to four categories:

Policy Groups

Managing, organising and providing the appropriate administrative support to the relevant Policy Groups. The Adviser also maintains a positive working relationship with all Members and ensures that the relevant Policy Group officers are appointed and elected.

Where a matter requires an official BIFA policy to be formulated, the Adviser will consult with the membership as applicable and specifically the Policy Group in order to reach a consensus which can be articulated as BIFA policy.

Lobbying

When appropriate, you will lobby both Governmental and Non-Governmental organisations. The aim is to influence them to produce practical policies allowing BIFA Members to conduct their business in as favourable environment as possible. As part of this activity the Adviser is expected to identify and maintain good relations with key contacts.

Member Representation and Communications

This role is closely related to Lobbying activities and is performed on two levels:

- International
- National

The main aim is to consistently represent and advance Members views to Government and other stakeholders via the most appropriate method available. Where appropriate this may involve being accompanied by a Members who will provide expert knowledge.

The outcome of these representation activities will need to be circulated to BIFA colleagues, Members including Policy Groups and Board and Council.

Where applicable the Adviser attends the appropriate Regional Member Meetings to provide updates and to obtain the views of the membership.

Advice and Guidance

You will provide advice and guidance to BIFA Members via two main methods:

- Industry specific information is gathered and provided to the membership in a variety of formats including via the website and BIFALink articles
- The Association provides a “Helpdesk” function for Members covering all forwarding and related matters

Desired Skills and Experience:

- You will have at least five-years relevant industry experience
- You will have a good working knowledge of airfreight and an understanding of aviation security procedures. The successful candidate will be aware of the up-to-date legislation changes
- Ability to develop excellent relationships with members

Personal attributes:

- Excellent verbal and written communication skills
- Positive work outlook
- Systematic, methodical approach with high attention to detail
- Flexible with regards to travel
- You will be adaptable and able to prioritise and plan your own workload and be comfortable working both independently and as part of a team
- Excellent communication skills, with an ability to communicate at all levels is essential

In return, we offer a competitive salary with excellent benefits, including 28 days holiday.

This is a great opportunity to play a key part in supporting BIFA’s overall activities on behalf of its Members.

For more information contact **Robert Windsor** or send your CV and a covering letter to r.windsor@bifa.org

All applicants must also download, complete and return the [BIFA GDPR Recruitment Policy](#).

Closing date for applicants is **Friday 31st May**

++ No agencies ++