

Corporate Affairs

The Corporate Affairs department is responsible for managing the organisation's reputation as a 'responsible' or 'ethical' business. This often includes showcasing how the business gives back to their local community and is committed to the environment.

It is often linked with the Marketing department within a company, as its activity relates to how the wider public view the organisation as a whole.

The types of roles you may find in this department include:

- Corporate Responsibility Manager
- Public Affairs and Policy Officer

Corporate Responsibility Managers

Corporate Responsibility Managers (sometimes called Sustainability Manager) create and manage community partnerships with charities (including donations) and external partner programmes that are relevant to their business. For instance a financial institution might support a financial education programme for young people.

The role may also include developing an internal employee engagement programme such as employee volunteering. Sustainability Managers may also look at ways to reduce the environmental impact of the business. This may be through the products or services it provides its customers, or by looking at the way the business is run.

Corporate Social Responsibility (CSR or CR) is a growing profession. Due to the varying parts of this role this position may sit within Marketing, Human Resources, Legal or Operations/Services, depending on the type of work their role covers.

Average salaries for managers is around £50,000, rising to £100,000 with experience.

Employability SKILLS

There are a number of skills needed to work in the Corporate Affairs department, including:

- An enthusiastic and positive attitude
- Excellent communication skills
- Strong negotiation skills and ability to influence others
- Analytical skills
- Awareness of current affairs
- An interest in Corporate Responsibility

Public Affairs and Policy Officers

Often called Political Advisors, these people manage relationships with local Members of Parliament (MPs) or other Government employees in order to influence Government legislation (this is called lobbying). Their role would be to serve as the organisation's 'voice' amongst these groups, ensuring issues of importance to the business are heard by the Government.

In their job they would monitor political news and information and send out any important updates to the rest of the company for others to be aware of.

Salaries for an Officer position can start at around £25,000, rising to over £40,000 for the Manager level.