

Trading Standards Policy Executive

circa £33,000 per annum
37 hours per week within a flexi time scheme



Chartered Trading
Standards Institute

As Trading Standards Policy Executive you will be involved in initiating, influencing and monitoring the development and implementation of trading standards policy for the Institute. You will liaise with a range of stakeholders; including members, CTSI's specialised lead officers, trading standards organisations and consumer policy partners.

The successful candidate will manage and update key information via the website; produce materials to raise awareness and profile on relevant policy issues; lead on the Institute's consultation responses; support the Institute's media work; coordinate CTSI's lead officer network and represent CTSI on working groups.

This role has unique opportunities to influence government policy and trading standards issues on a national scale. You are likely to have the type of professional background that enables you to understand and have a passion for the trading standards goals core to CTSI's ambitions and priorities.

You will be organised and have excellent communication skills that will be invaluable when speaking with a wide range of stakeholders, including members, civil servants, business representatives and parliamentarians.

You will ideally have a knowledge of trading standards law, consumer affairs and political matters, and be a fast learner with the ability to work independently.

The post will be based at the CTSI Head Office in Basildon with frequent meetings in London. For the right candidate we would consider a home-working arrangement.

For further details about CTSI visit www.tradingstandards.uk.

For further details about this position please request a candidate information pack from jacquig@tsi.org.uk.

Applications will only be accepted via completion of the CTSI application form available with the information pack.

The closing date for receipt of applications is noon on Friday 10 May 2019.