

# External Affairs Support Officer



**Hours:** 37 hours per week  
**Contract:** Fixed Term until March 2024  
**Salary:** £29,174 - £31,895 per annum  
**Head office:** Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the MCA has a great story to tell. We have ambitions to deliver economic growth and prosperity for people, businesses and places across South Yorkshire

We are seeking a External Affairs Support Officer to join our team, which is part of the Mayor's Office, working alongside the press, communications, and marketing function to deliver high quality research, briefings and undertake effective stakeholder management and engagement activity. As a valued member of our team you will have previous experience of building relationships with stakeholders internally and externally and of using your planning and communication skills to get things done You will be self motivated, with strong organisational and time management skills that will support and contribute to the general day to day operational efficiency and delivery of the team.

In return, we offer a competitive salary, hybrid working, access to a local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk)

## **How to apply**

Please apply online at [recruitment](#) or email [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk) to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

**Applications no later than:** 9am on Friday 8<sup>th</sup> July

**Interviews will take place:** Week Commencing 11<sup>th</sup> July

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk)

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>