



Appointment of

Policy and Research Manager

March 2025

Reference: HBSMF

Saxton Bampfylde

Contents



3	Introduction
4	About
7	The Role
8	Main Activities & Responsibilities
10	Person Specification
11	Terms of Appointment
12	How to Apply

Introduction



Too often, conversations around what's good for our economy, and good for our country, focus on large, listed companies. But it's the privately-owned and family run businesses that are the backbone of the UK economy and the lifeblood of our communities.

Not only do family businesses make up 90 per cent of the UK's total private sector firms, but they employ 14 million people and contribute over £200 billion through tax receipts each year alone. They also represent one of the UK's greatest entrepreneurial resources.

They need championing and supporting. They need a vehicle for their voice to be heard, and their contribution to be recognised.

That's where FBUK comes in.

Working with senior government officials and policy makers, we advocate for policies and regulatory frameworks that incentivise family businesses to do what they do best; put people at the heart of business, take a long-term view, invest in local communities, and act as stewards and custodians for future generations. We give family businesses access to industry leaders and experts, and help them connect, learn and share through a rapidly expanding peer-to-peer network.

We are passionate. We are committed. We are ambitious. And we're growing.

If you're a change-maker, and looking to work with Britain's leading business owners, innovators, and entrepreneurs, we'd love to hear from you.

A handwritten signature in dark blue ink, which appears to read "Neil Davy". The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.

Neil Davy

Chief Executive Officer, Family Business UK

About



Family Business UK (FBUK) is the largest organisation in the UK dedicated solely to supporting, representing, and championing family businesses, their owners, leaders, NextGens, and executives.

Family businesses are the backbone of the UK economy and the bedrock of our communities. For generations, family businesses have put people at the heart of business. FBUK is a growing movement of family businesses that wants to create a more sustainable and prosperous future for generations to come. We advocate for the family business model, supporting family businesses in adopting and adapting best practice and championing and celebrating the sector in the UK.

Our supporters range from some of the largest, oldest, and best known British businesses, as well as first-generation businesses, from across every sector of industry and commerce, and from all corners of the UK. Family businesses are driven by more than just financial gain; they're about creating a lasting legacy for future generations. FBUK offers valuable insights for family business owners looking to grow their enterprises while preserving their unique family heritage.

Our **Purpose** is to help family businesses create a more prosperous and sustainable future for generations to come.

Our **Strategy** is to bring together family businesses with subject matter experts, advisors, academics, regulators, and civil society to:

Advocate for responsible and sustainable family business models, providing a unified and strong voice to influence government policy through:

- proactive engagement with government, policymakers, academics, researchers and regulators on policy reform and responses to government consultations
- collaborative research and thought leadership on issues of material importance to family businesses mapped to the multi-generational life stages of family businesses

Apply thought leadership to support family businesses in capacity building, decision-making, day-to-day management and operations, and family relationships to drive sustainable bottom-line performance by leveraging:

- best practice frameworks, and practical tools and resources tailored
- facilitated networking, peer-to-peer learning, site visits, seminars, workshops, coaching, mentoring, and an online resources centre

Amplify the voice of family businesses, championing and celebrating the sector through:

- campaigns, events, owned, earned and paid media channels, media partnerships
- activities that build awareness and recognition of the role, contribution and impact of family businesses and supports the growth and future success of the sector

Read more about FBUK [here](#).

“Family businesses offer a model of sustainable and responsible business that others can learn from, be part of, work with, or even adopt.”

Our Networks



Family Businesses (FBUK Members):

Members of Family Business UK range from some of the biggest, oldest and most well-known British businesses, to first-generation businesses, from across every sector of industry and commerce, from all corners of the UK.

Through our network, family businesses can connect and collaborate, expand their knowledge, and be part of a movement that amplifies the voice of family businesses to policy makers, and helps ensure the sector is recognised for its role and contribution to the UK economy and communities up and down the country.

FBUK Communities:

FBUK Communities provide a forum for peer-to-peer networking, sharing of advice and experiences, and access to subject matter experts. Members of each Community decide what topics to discuss, how they interact, the type of events they have, and how often.

FBUK Communities are organised around a generational profile, role in the family business, or topic of common interest, for example Chairs, Family Council and Non-Family Executives.

Corporate Partners:

Our Corporate Partners are critical allies of our work and play a crucial role in supporting family businesses with the challenges they face today. They help prepare them,

and the next generation of family business leaders, for the future.

Family Business Advisors:

Families need advisory support from people who 'get them', who understand and appreciate their values and ethos, the subtleties and nuances of family businesses, and recognise that every family and business is unique, and at a different stage of its journey.

We provide access to a group of highly respected, experienced independent family business advisors, who offer family businesses senior advisory support on a wide range of governance and succession issues.

We also work closely with other bodies that support and champion family businesses, both in the UK and overseas such as European Family Business (EFB), through which we can ensure UK family business interests are represented in Europe.

The Role



In this new role of Policy and Research Executive, you will support FBUK's work to expand its policy reach and presence. You will be responsible for identifying key areas of interest for our members, producing high quality research and policy documents and influencing policymaking. You will work closely with the Policy Director, members, politicians, officials and other stakeholders, as well as with the wider FBUK team and Board.

The Policy and Research Executive will support FBUK's policy and advocacy work by tracking policy developments, conducting research, and contributing to key publications such as consultation responses, reports, and briefings. You will also play an important role in stakeholder engagement, helping to connect FBUK with policymakers, business leaders, and industry experts.

The ideal candidate will have a strong analytical mindset, excellent research and writing skills, and a keen interest in policy and public affairs. You will be proactive, detail-oriented, and comfortable engaging with a range of stakeholders, including policymakers and business leaders. A passion for understanding the challenges and opportunities facing family businesses, along with the ability to translate complex issues into clear and compelling insights, will be essential for success in this role.



Main Activities & Responsibilities

Policy Monitoring & Research

- Monitor and analyse policy developments across key areas affecting family businesses, ensuring FBUK stays informed and responsive.
- Conduct desk-based research to support policy positions, data gathering, and support commissioning of external providers.
- Assist in commissioning and managing external research providers where needed to support FBUK's policy work.

Policy Development & Advocacy

- Drafting of consultation responses, policy papers, reports, and briefings on key issues affecting family businesses.
- Work with FBUK members, partners, and external experts to gather insights and shape policy positions.
- Identify and map key stakeholders, including policymakers, regulators, and industry groups, to strengthen FBUK's influence.
- Brief FBUK leadership team on important policy developments and emerging issues.

Communication & Engagement

- Draft policy-related content for FBUK's communications channels, including the website, social media, newsletters, and member updates.
- Support the organisation of policy-related events, roundtables, and discussions, ensuring effective

engagement with stakeholders.

- Provide administrative support for internal meetings, Policy Community and Committee meetings, and engagement with external partners.

Wider Public Affairs & External Affairs Support

- Contribute to FBUK's wider public affairs, external relations, and campaign activities, ensuring alignment across all advocacy efforts.
- Support the development of campaigns to raise awareness of key policy issues and mobilise FBUK members.
- Coordinate and arrange meetings with policymakers, government officials, and industry leaders to advance FBUK's policy agenda.



Person Specification

Skills & Competencies

- A keen interest in business policy issues, including regulatory frameworks, economic policy, and corporate governance.
- Excellent written and verbal communication skills, with the ability to draft clear, concise reports, briefings, and presentations tailored to different audiences.
- Strong analytical skills, with the ability to interpret, summarise, and communicate complex and technical policy issues in an accessible way.
- Ability to build and manage relationships with a wide range of stakeholders, including government officials, industry representatives, think tanks, and advocacy groups.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Experience with CRM systems (e.g., Salesforce) and online survey tools (e.g., SurveyMonkey or Qualtrics) would be beneficial.

Personal Attributes

- A collaborative team player who thrives in small, supportive teams and contributes positively to a dynamic working environment.
- A proactive, self-motivated approach, who offers ideas where they see opportunities and works well independently.
- Meticulous attention to detail, ensuring accuracy and high-quality output in all aspects of work.

Qualifications & Experience

- A bachelor's degree in a relevant field such as politics, public policy, economics, business, law, or a related discipline. A postgraduate qualification in a similar area would be advantageous but is not required.
- At least four years of experience in a relevant role, such as public affairs, policy analysis, government relations, research, or a related field. Experience in a business-focused policy environment would be an asset.
- Good understanding of policymaking processes in Westminster and the devolved administrations, with knowledge of how policies are developed, influenced, and implemented.



Terms of Appointment

Place of work: we have a flexible working model, with a mix of days 1-2 team days per week in central London, remote working, and from time-to-time other locations as required.

Working hours: This is a full-time role. Our working hours are 9am – 5.30pm Monday – Friday.

Remuneration and benefits: in addition to a competitive salary, we offer pension and associated benefits.

Holidays: 25 days per year (excluding public holidays), with the addition of time off between

Christmas and New Year.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.





How to Apply



Saxton Bampfylde Ltd is acting as an employment agency advisor to FBUK on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **HBSMF**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 4th April**

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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