

GRACE ELIZABETH CLARKE

CONTACT



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SKILLS

- Policy analysis
- Legislative research
- Strategic communication
- Stakeholder engagement
- Public affairs strategy
- Crisis communication
- Event coordination
- Team leadership
- Communication strategy

AWARDS AND ACKNOWLEDGEMENTS

- Royal National Lifeboat Institute Headquarters: Face to Face Event Fundraiser (05/2014 -10/2014) Top fundraiser for the RNLI 2014 Face to Face events team, raising £14,000
- 'Terry McAuliffe for Governor of Virginia' Campaign: Deputy Field Organiser (08/2013 -10/2013) Management of social media page - 'Norfolk for Terry'
- Barack Obama for President' Re-election Campaign: Intern (08/2012 - 11/2012) One of the few non-US nationals to be granted an internship. Appointed as 'Phone Bank Captain' and trained over 150 volunteers
- Camp America Alumna, 2011

EXPERIENCE

January 2026 - Current

Senior Public Affairs Manager (Maternity Cover) Universities UK, London, United Kingdom

- Secretariat of the All-Party Parliamentary University Group.
- Managed team of two staff members to ensure effective performance.
- Provided strategic policy analysis and advice to senior leadership on legislative, regulatory, and political developments affecting the business.
- Supported executive and board-level engagement, preparing speeches, briefing documents, Q&A materials, and stakeholder intelligence.
- Developed stakeholder relationships that enhanced the business's visibility, credibility, and access to decision-makers.

March 2022 - January 2026

Public Affairs Manager Heathrow Airport, London, United Kingdom

- Contributed to and helped devise Heathrow's public affairs strategy following the submission of its expansion plan to the Government.
- Established and built relationships with politicians, including cabinet ministers, and select committee chairs.
- Represented Heathrow at various stakeholder events to foster relationships., acting as Heathrow's representative.
- Examined upcoming legislation to identify opportunities to further Heathrow's agenda.
- Drafted external communications for a range of audiences.
- Organised events, including Heathrow's presence at party conferences.

November 2020 - March 2022

Head of Office Shaun Bailey MP, House of Commons, London, United Kingdom

- Political advisor to Mr Bailey, coordinating national and local policy responses against the backdrop of the coronavirus pandemic.
- Responsible for managing and devising responses to media enquiries, both Op-Eds, and requests for comment.
- Tabled and devised oral and written questions.
- Management of social media.
- Simultaneously managed the Westminster and constituency offices during turnover of staff. Duties included management of the office budget and eight members of staff.

July 2019 - November 2020

Conference Events Executive & Executive Assistant Conservative Campaign Headquarters, London, United Kingdom

- Management of the conference fringe programme, featuring over 500 events.
- Oversaw all accommodation arrangements for Party staff, SpAds, and protected ministers, including the Prime Minister.

September 2018 - June 2019

Parliamentary Assistant *Rt Hon Mark Field MP*, House of Commons, London, United Kingdom

- Line manager to office intern.
- Management of Mr Field's social media pages.
- Drafted crisis communication following a high-profile media incident.

September 2017 - September 2018

Parliamentary Caseworker *Rt Hon Mark Field MP*, House of Commons, London, United Kingdom

- Possessed final 'sign-off' on all correspondence sent to constituents.
- Acted as Mr Field's representative at MP surgeries, and other official meetings.

October 2016 - September 2017

Assistant to the Organisation Department *Conservative Campaign Headquarters*, London, United Kingdom

- Assistant to the Head of the Voluntary Party. Produced disciplinary papers ahead of hearings, and maintained a detailed base of case records.
- Assisted the Head of Membership in introducing a nationwide centralised membership scheme. Responsible for processing and logging all UK centrally enrolled members.
- Responsible for planning and coordinating voluntary party events.

July 2015 - September 2016

Campaign Manager *Conservative Campaign Headquarters*, London, United Kingdom

- Managed staff from nine constituency offices. Oversaw and delegated work to junior members of staff. Provided diary management for four candidates.
- Managed local campaign budgets, working to strict legal deadlines.
- Drafted and designed 'direct' and 'blanket' campaign literature.

November 2014 - June 2015

London Campaign Assistant *Conservative Campaign Headquarters*, London, United Kingdom

- Collected and analysed reports from 26 marginal seats, which were later compiled as part of a report that was presented daily to the Prime Minister.

EDUCATION

12/2012

Semester Abroad American history, political campaigns, and women's studies

Old Dominion University, VA , USA

07/2014

Bachelor of Arts American Studies & Politics

Keele University, Keele, Staffordshire

- Received a first-class mark for a 12,000 word dissertation examining the intersection of race, class and politics in America
- [Degree] Graduate 2:1

SUMMARY

Strategic Public Affairs Manager with expertise in policy analysis, communication, and stakeholder engagement. Led high-profile projects, including legislative research and crisis management.

Developed relationships with key decision-makers to enhance business visibility and credibility. Committed to leveraging public affairs expertise to drive impactful policy changes and organisational growth.