

Information pack

Policy adviser

Greening the economy

November 2021

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the environmental agenda in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest levels, with political parties, businesses, NGOs and academia.

Following the Glasgow Climate Summit, Green Alliance are working to build momentum to decarbonize the UK economy and deliver environmental improvements.

2. The role

We are looking for a policy adviser in our Greening the Economy theme to help deliver our work to create a sustainable and healthy UK economy. You will be a strong researcher and confident communicator who can understand the main economic and political challenges in the UK, and their relationship to environmental progress.

As well as the bigger picture, you might have specific experience or a strong interest in one of our work areas, for example the financial system, innovation and industrial strategy, fiscal policy, either from a business, policy or government perspective.

Key will be the ability to work across different projects in the Green Economy theme, identifying the links between them and ensuring they are complementary. It will require a keen awareness of the external environment and being able to spot opportunities for intervention.

You should be an organised project manager, and self-starter, able to build effective relationships inside and outside the organisation. This role includes tracking project delivery, including ensuring outputs and events are effectively planned and executed to deadline.

Communication skills are important. As well as synthesizing complex information, you will also have the ability to network and build relationships with politicians, environmental NGOs and other stakeholders, helping secure support for projects and policy proposals. You do not necessarily need experience in environmental policy, but you must have a passion for positive environmental change.

3. Position in the organisation

This role will report to the head of economy in our Greening the Economy theme. You will work alongside other staff within an in-house policy team comprising the executive director, policy director and deputy director, heads of policy, senior advisers, advisers, analysts and assistants.

4. Key tasks and responsibilities

- Support project management and ensure delivery to time, budget and quality.
- Research and analysis on policy relating to a sustainable economy.
- Producing reports, briefings, articles, blogs and other communications materials to support Green Alliance's policy findings.
- Acting as a persuasive advocate of key policies (for example, new regulation to green the financial system).
- Support relationships with project partners and other stakeholders.
- Plan and manage seminars and events to advance the theme's priorities (with Green Alliance's events manager where necessary).
- Build new audiences and alliances for our economic work.
- Maintain and update records of important contacts in the field.
- Represent Green Alliance at external events.

5. Person specification

Knowledge and experience

Essential

- Experience in supporting programme delivery, co-ordination and administration.
- Knowledge of UK policy processes.
- Experience of policy research and analysis; and of finding and rapidly synthesising information for a policy audience.
- Track record of creating engaging, high impact communications tailored for specific audiences.
- Affinity for working in a small team, and independently when needed, adapting quickly to new opportunities.

Desirable

- Specific expertise in UK economic or industrial policy.
- Knowledge of the UK environmental NGO and business sectors.
- Experience of working with politicians or in parliament.
- Experience of successfully advocating for specific changes and policy developments.
- Experience of proposal writing.

Skills and competencies

- Good project planning, prioritisation and delivery skills.
- Ability to build strong relationships and networks with a wide variety of stakeholders.
- Excellent drafting and writing skills.
- Ability to work as part of a team.
- Confident communication, influencing and advocacy skills.

6. About Green Alliance: our culture and values

Green Alliance is committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

We believe that a green and prosperous UK is achievable.

We are change makers

We are flexible and agile, focusing on where the power is, and wherever and on whatever we think will have the greatest impact.

We are collaborative

We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress, and this is reflected in how we operate both internally and externally.

We embrace complexity

We will never ignore the fact that environmental issues are complex, as well as inseparable from other important issues, including social impacts, and do our best to address this in all our work.

We are inclusive

In all aspects of our work, including our employment practices, we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

7. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK for all.

We want a country where people and nature can thrive together. Where the economy is built on strong environmental principles to ensure long term wellbeing and a healthy environment.

We believe that everyone, wherever they live, should have affordable, sustainable, high quality homes, food and transport, and access to green spaces. The UK should be a place where nature's value is recognised and where a carbon neutral and zero waste economy enables green businesses to provide good jobs across the country. We want the country's scientific excellence, capacity for innovation and diplomatic talent to set the global standard for environmental protection.

We believe that ambitious political leadership is at the core of achieving this.

What we do

Advocacy: driving policy change and empowering politicians to show ambitious environmental leadership

Research and insightful analysis: building evidence and improving understanding of complex environmental challenges, as well as public attitudes and perceptions

Convening with a purpose: forging constructive alliances focused on raising political ambition for change, with a wide range of partners across business, academia and civil society

Effective communications and influential events: hosting informed debate, increasing understanding of important issues and keeping the environment at top of the political agenda

Our strategic aims

Over the next three years, Green Alliance will work to ensure the UK government rises to the significant environmental leadership challenge of this decade and, in doing so, reaps the many social and economic benefits that will come from addressing the climate and nature crises.

We will:

- Turn UK political ambition on climate and nature into rapid action.
- Promote effective solutions for a fair transition to a green economy.
- Push the boundaries to find new answers to complex environmental problems.

8. Terms and conditions

Terms:	This post is advertised as a 12 month fixed term position with the expectation that the contract will be extended subject to funding. There will be the opportunity to work remotely on an ad hoc basis but the successful candidate must be willing to work from our central London office on a frequent and regular basis. We are happy to consider flexible working arrangements.
Salary band:	£29,000 – £36,000, starting salary will be commensurate with experience.
Start date:	Not fixed, but we would prefer the successful candidate to start within two months of accepting an offer.
Location:	Green Alliance's office is in central London and is fully accessible. Our staff are currently working between home and our office and will continue to do so until further notice. We will provide IT hardware and other equipment required to work at home but you will need good internet access.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Additional benefits:	Green Alliance aims to be a progressive and considerate employer and encourages employees to maintain a healthy work-life balance.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

9. Application process

Applicants should complete and return the application form on the Green Alliance website to recruit2@green-alliance.org.uk You should focus in particular on how you meet the person specification. Please save and send your completed application form as a Word or PDF document titled **Your Name_Economy**. Applications by CV will not be considered.

The closing date is **Wednesday 8 December at 10am**. Interviews will be held in the week commencing 13 December 2021.

If you have any queries or would like an informal discussion about this role, please contact Sam Alvis salvis@green-alliance.org or Jo Rogers jrogers@green-alliance.org.uk. All expressions of interest will be received in confidence.

Green Alliance welcomes applications from all members of the community. We strive to be an equal opportunities employer. We will accommodate special requirements wherever possible. Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.

