

Information pack

Graduate scheme: policy assistants

Full time
12 months fixed term

June 2022

1. About Green Alliance

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 natural environment, energy and resources agendas 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.

There has never been a more important time to act on the environmental crisis. While the UK has made significant progress in decarbonising the economy over the past decade, the government is still not on course to meet its legally binding climate targets. While public support for action is high, political pressure to slow it down is emerging. The current cost of living crunch has also become an important political backdrop. We are producing clear evidence that a low carbon, green economy can create new jobs and industries, improve people's lives and lead to a safer, fairer and more resilient future for all.

2. Graduate scheme

Our graduate scheme is a great opportunity to kickstart a career in the environmental sector. We are seeking talented and ambitious graduates to join us in roles that will provide valuable hands on experience at the forefront of UK environmental policy and politics.

The scheme is aimed specifically at individuals who have finished their undergraduate degree in 2021 and 2022. Please note that master's students will not be considered for this role.

Our annual cohort of policy assistants receive ongoing training and are assigned a mentor to support their personal and professional development.

3. The role

These roles support our policy and politics team with tasks relating to current policy projects. You will help to plan, manage, and deliver these projects and may be given responsibility for discrete pieces of work. Your involvement could involve desk based research, fact checking, drafting reports and helping to organise workshops and events. You will also be expected to attend internal and external meetings and build relationships with our network. You will also have responsibilities for tasks to support general office administration.

4. Position in organisation

Policy assistants are an integral part of our in-house policy and politics team. You will work directly with other policy staff as well as other staff across the organisation.

As a policy assistant you can expect to work on one or more of the following Green Alliance themes:

- Political Leadership
- Resource Stewardship
- Greening the Economy
- Natural Environment
- Low Carbon Future

5. Key tasks

You will receive support and training to enable you to assist with key tasks, such as:

Research and analysis

- Researching and summarising data and existing research on environmental policy issues.
- Undertaking qualitative and/or quantitative research for assigned projects.
- Providing support to write and produce policy reports, including sourcing content, drafting copy and fact checking.
- Staying abreast of environmental and political developments.

Stakeholder engagement

- Help manage relationships and communications with stakeholders and external partners, including non-governmental organisations (NGOs), MPs and other organisations.
- Participating in, and contributing to, stakeholder and partner meetings.
- Attending and representing Green Alliance at external events and meetings.

Event management

- Assisting with administration and logistics of Green Alliance's core events.
- Organising project related meetings, seminars, and debates.

Administration

- General office duties such as answering the phone; managing the central email account; and opening and sending post.
- Helping to manage the contacts database.
- Taking notes and minutes at meetings.

- Help to review content on Green Alliance's website.
- Any other task which may be reasonably asked within the scope of this post.

6. Key skills and experience

Skills and competencies

- Enthusiasm for politics, policy, and environmental issues.
- Diligent and proactive in approach to work.
- Good attention to detail.
- Problem solving.
- Good interpersonal skills.
- Collaborative and able to work as part of a team.
- Excellent written and verbal communication skills.
- Ability to read and summarise complex information.
- Good prioritisation and delivery skills.
- Good IT skills, must be confident using MS Office software platforms.
- Confident to ask for clarification when not clear.
- Ability to take notes and minutes at meetings.
- Ability to compromise and work in a non-partisan way.

Knowledge and experience

Essential

- Knowledge of environmental issues.
- Knowledge of research methods (ideally both, qualitative and quantitative).
- Administrative experience.

Desirable

- Understanding of UK's parliamentary system.
- Understanding of climate change and biodiversity loss.
- Experience of organising events.
- Experience of contributing to or producing publications and blogs.

7. 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 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; this is reflected in how we operate both internally and externally.

We embrace complexity

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

We are inclusive

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

8. 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.

Our strategic aims

Our strategic aims for 2021-24 are 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.

9. Qualifications

We are only accepting applications from people who completed their undergraduate degree in 2021 and 2022. Please note that master's students will not be considered for this role.

10. Terms and conditions

Length of contract:	This is a full time, 12 month, fixed term contract.
Salary:	£24,250 per annum.
Start date:	October 2022 – end of September 2023
Location:	Green Alliance's office in Millbank, London. You will be expected to work from the office on a regular basis and will also be able to work some days from home, to be agreed with your line manager.
Hours:	Our standard hours are 35 hours per week with some flexibility. The post holder would be expected to work the occasional evening 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. We provide a comprehensive employee assistance programme for all our team which includes access to legal advice, counselling, and support.
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 choice.

11. Application process

We are using Applied to recruit to our graduate scheme, a platform that reduces bias by allowing anonymised recruitment. You will be asked to submit a CV during the application process, but this will not be used to shortlist applicants. Once you start your application via Applied, it will be saved, allowing you to return to it at any time.

The closing date for applications is **10am on 11 July 2022**.

Interviews for shortlisted candidates are expected to be held in the **week commencing 18 July**.

We expect positions to commence in early October 2022.

Successful candidates may need to move to London to take up this opportunity. We're aware that this can be exciting and a bit daunting. We are therefore happy to discuss how to manage this transition and can put you in touch with team members who have recently made that move.

If you have questions about this role, please contact Leslene Powell lpowell@green-alliance.org.uk in the first instance.

We are committed to building a diverse team and strongly encourage applications from all members of the community, including under-represented groups in the charity and environment sectors such as people from Black, Asian and minority ethnic backgrounds, LGBTQIA+ people, people with disabilities, people with experience in the care system, and first in family graduates. We strive to be an equal opportunities employer and 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.