

Information pack

# Head of climate policy

March 2024

## **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 natural environment, climate 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 level, with political parties, businesses, NGOs and academia.

## **2. The role**

We are looking for a head of climate policy to lead our Low Carbon Future theme which focuses on the main decarbonisation challenges facing the UK. You will be a strong communicator who can get to grips with complex climate change policy debates and produce incisive, punchy information for UK policy makers.

You will have excellent research capability and be able to lead our thinking on substantive decarbonisation challenges. As well as enjoying the detail, you will need a strong understanding of the bigger picture around the UK's approach to net zero and decarbonisation in a range of sectors, with a particular focus on heating and transport, and be familiar with the policy and political landscape on this agenda.

Ideally, you will already have a strong network in the climate sector, but it is essential that you have the ability to build relationships with politicians, environmental NGOs and other stakeholders, to secure support for projects and policy proposals.

This role involves both management of people and projects, and delivery of outcomes. It includes writing and pitching fundraising proposals, devising and delivering projects and ensuring outputs and events are effectively planned and executed to deadline. The ultimate goal will be persuading policymakers to adopt your proposals.

### 3. Position in the organisation

This role will report to the research director. You will work alongside other staff in an in-house policy team comprising the executive director, research and policy directors, heads of policy, senior advisers, advisers, analysts and assistants. You will line manage three policy advisers, and you will work with the communications team on the production of outputs, events and media.

### 4. Key tasks and responsibilities

Theme and project development:

- With support from the research director and other staff, define ambitious objectives for the Low Carbon Future theme to ensure high political saliency.
- Develop project proposals to achieve objectives and work with the strategy director to secure funding for them.
- Maintain Green Alliance's reputation as a respected thought leader on decarbonisation through high quality management, analysis, insight and challenge.

Impact and advocacy:

- Work closely with the communications team to produce high quality policy outputs and strong advocacy campaigns to create change.
- Engage business and other stakeholders to strengthen Green Alliance's insights and promote innovative solutions to environmental challenges.
- Persuasive advocacy for transformative policy change, working, where needed, directly with policy makers and, on other occasions, with Green Alliance's politics team.

Project and people management:

- Manage and deliver project related work to time, high quality and budget.
- Line manage three policy advisers, ensuring they are delivering projects to time, high quality and budget, and that they have the support needed to do so.
- Work closely with the events manager to plan, co-ordinate and deliver excellent events, and engage with event contributors.

Other:

- Contribute to strategic and project planning, and organisational development processes at Green Alliance. Post-election this may include collaborating in a refocusing of Green Alliance's policy themes.
- Represent Green Alliance at meetings, seminars, conferences and in the media as required.
- Write articles and blogs for Green Alliance and outside bodies to achieve agreed organisational outcomes.
- Any other task which may be reasonably requested to be undertaken within the scope of this post.

## **5. Person specification**

### **Knowledge & experience**

#### **Essential**

- Deep knowledge of UK decarbonisation policy.
- Experience of working across external networks, across sectors, to influence change.
- Ability to rapidly synthesise research findings for a policy audience.
- Persuasive communicator with the ability to convey complex issues, clearly and with authority, to a non-expert, time poor audience.
- Track record of leading research projects to create impact.
- Strong interpersonal skills and collaborative style.
- Excellent writing skills.
- Excellent project management skills, working to tight deadlines across multiple projects.
- Ability to monitor and evaluate results and impacts, collating evidence effectively in reports to funders.
- Ability to lead a small team and adapt to new opportunities as they arise.
- Line management experience.

#### Desirable

- Quantitative analytical skills and experience.
- Specific knowledge of decarbonisation in the transport, heat or power sectors.
- Understanding of UK politics and policy making processes.
- Good media contacts and experience of gaining media coverage.

#### **Skills and competencies**

- Excellent written and verbal communication skills.
- Strategic and innovative thinker, with excellent judgement and an understanding of the best routes to impact.
- Excellent project management skills.
- Strong ability to forward plan, prioritise and meet deadlines.
- Ability to collaborate effectively as part of a team.
- Flexibility to respond quickly and strategically to opportunities as they arise.

## **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**

Working flexibly and with light feet, we focus 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

Under our current strategy, Green Alliance is working 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.

### Our aims:

- 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.

## Terms and conditions

Terms:	<p>This post is advertised as a permanent contract.</p> <p>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.</p>
Salary band:	£46,962 to £55,348
Salary:	Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is fully accessible. We support hybrid working and expect staff to be in the office for at least two days a week, with flexibility to work from home the rest of the time. We will provide IT hardware and other equipment needed for working from home, but you will need good internet access.
Hours:	35 hours per week. 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.
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 which includes access to legal advice, counselling and support; a cycle to work scheme; and interest-free season-ticket loans.
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.



## 8. Application process

Applicants should complete and return the application form downloaded from the Green Alliance website to [recruit1@green-alliance.org.uk](mailto:recruit1@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\_HoC.

### **Applications by CV will not be considered.**

The closing date for applications is **9:00 am Monday 15 April 2024**. Interviews are expected to be held in-person on the morning of 24 and 25 April.

If you have any queries or would like an informal discussion about this role, please contact Roz Bulleid at [rbulleid@green-alliance.org.uk](mailto:rbulleid@green-alliance.org.uk) in the first instance. All expressions of interest will be received in confidence.

At Green Alliance we believe that a diverse team leads to higher quality policy development and advocacy for the environment. We value the breadth of lived experience of our staff and support people to thrive. We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

**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.**