

Information pack

# Policy adviser

June 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**

The policy adviser will work primarily in our resource stewardship theme to help deliver ambitious leadership for the environment. They may also have opportunities to work on projects for one or more of our other themes.

You will be a strong researcher and confident communicator who can understand the main environmental and political challenges in the UK. As well as understanding the bigger picture, you will have specific experience or a strong interest in one of our areas of work, which could be resources and the circular economy or another area.

You will 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 and to a high quality.

Communication skills are important. As well as synthesizing complex information, you will need to have the ability to network and build relationships with politicians, environmental NGOs, business partners and other stakeholders, helping to secure support for projects and policy proposals.

## **3. Position in the organisation**

The post holder will report to the head of resources policy and will work closely with other members of the policy team.

#### 4. Key tasks and responsibilities

- Research and analysis on policy relating to our themes of work, particularly in our resources theme.
- Produce reports, briefings, articles, blogs, consultation responses and other communications materials to support Green Alliance's policy findings.
- Act as a persuasive advocate of key policies.
- Support relationships with project partners and other stakeholders.
- Manage and support projects and ensure delivery to time, budget and quality.
- Plan and manage meetings, webinars and events to advance the theme's priorities (with Green Alliance's events manager where necessary).
- Build new audiences and alliances for our theme work and help develop new ideas for projects.
- Maintain and update records of important contacts in the field.
- Develop strong relationships with policy makers and other stakeholders.
- Represent Green Alliance externally, including at events and in the media.

#### 5. Person specification

##### **Person specification**

##### Knowledge and experience

##### Essential

- Good understanding of one of our policy areas in the UK: ideally resources, otherwise climate, green economy, natural environment
- Knowledge of UK policy processes.
- Experience of policy research and analysis; and ability to rapidly synthesise information and make recommendations for a policy audience.
- Track record of creating engaging, high impact communications tailored for specific audiences.
- Experience in supporting or leading on programme delivery, co-ordination and administration.
- Affinity for working in a team, and independently when needed, adapting quickly to new opportunities.

##### Desirable

- Specific expertise in the circular economy, consumption or resource stewardship.
- 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.
- Media experience.

## 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.

## Academic qualifications

The competencies and experience of the successful candidate will be far more important than formal academic qualifications. However, most staff at Green Alliance hold a good undergraduate degree and many have a post graduate degree in a relevant field.

## 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 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.

## 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:	This post is offered on a permanent contract. We are happy to consider flexible working arrangements.
Salary:	£33,950 - £36,292; starting salary will be commensurate with experience.
Start date:	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. We support hybrid working with staff expected to be in the office for two days a week, and we provide equipment for working from home where needed, although you will need good internet access. We are open to job shares and other forms of flexible working.
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.
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.

### Other non-contractual benefits:

- Cyclescheme: salary sacrifice scheme to enable staff to benefit from reduced tax when buying a bike.
- Travel card or season ticket loan.
- Employee Assistance Programme: access to support 24/7, with opportunities for counselling support where needed.
- Trained mental health first aiders and regular wellbeing activities.
- Weekly fruit delivery; Christmas dinner and activities; summer fun day; September overnight residential for whole team.
- Training for different roles: media training; project management training; line management training
- CPD for individuals; opportunities to access training courses for professional development.
- Coaching opportunities where appropriate for the role, to enhance professional development
- Lunch and learn programme covering a range of topics.
- Generous sick pay, and other forms of paid leave for difficult situations such as bereavement.
- Enhanced maternity and paternity leave for people who have been at Green Alliance for more than two years.
- Opportunities for study leave and unpaid sabbaticals for people who have been at Green Alliance for more than two years.

## 7. Application process

Applicants should complete and return the application form on 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\_Policy**.

**Please note, CVs will not be considered.**

The closing date is **Monday 15 July 2024 at 9am**. Interviews will be held in person at our office in Millbank Tower on Tuesday 23 July. We are happy to accommodate any adjustments needed for interviews.

If you have any queries or would like an informal discussion about this role, please contact Libby Peake ([lpeake@green-alliance.org.uk](mailto:lpeake@green-alliance.org.uk)). 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.**

