

Information pack

Policy analyst

July 2025

Closing date: 9am, Monday 18 August 2025

Interview date: Wednesday 27 August 2025 (in person)

1) About Green Alliance

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental 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.

About Green Alliance: culture and values

We are 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: vision and strategy

Our vision is for a green, prosperous and equitable UK, where people and nature thrive together.

What we do

We work to secure the political leadership that is needed to address the climate and nature crises. We advocate ambitious, achievable environmental solutions based on robust analysis and evidence. As well as immersing ourselves in achieving impact today, we look to the future to create the context for addressing the hardest to tackle environmental issues. We build a credible case for change by working with politicians, academics, businesses and environmental experts.

Research and insightful analysis:

We provide evidence and improve understanding of complex environmental challenges and demonstrate practically how to overcome them.

Advocacy:

Our advocacy, based on expert insights, drives greater political ambition, shapes the agenda and improves environmental outcomes.

Convening with a purpose:

We forge constructive alliances to raise political ambition and secure progress. We convene through formal coalitions, informal networks and high profile events.

2) Equity, diversity and inclusion

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

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.

We reimburse travel expenses for candidates that attend our office for an interview.

Demographic monitoring

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunities monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

Applicants who require reasonable adjustments

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Iruka, our HR officer, on iegenti@green-alliance.org.uk. If we offer you an interview, we will also ask you if you need any reasonable adjustments.

3) The role

We are looking for a new policy analyst who can help us get to grips with complex issues and produce clear, incisive evidence for decision makers.

Thought leadership is one of Green Alliance's defining activities: we initiate debate and bring new perspectives to challenging environmental issues. We do this by exploring issues from original angles and presenting information in compelling and relevant formats. Our analysts conduct research and interpret data from a range of sources to inform our insights and recommendations on environmental policy.

You will work on a variety of projects across the organisation, completing technical, economic or social analysis, primarily in the areas of power, energy and industry.

Curious and inquiring, you will want to seek out and interrogate the best, most credible evidence. You will have excellent attention to detail, a rigorous approach to problem solving and accuracy, and the ability to work on several projects at once. You will have strong writing skills and be able to create copy that explains concepts to a non-scientific audience clearly and concisely. Your data analysis and synthesis skills might have been developed in another field, but you will have a deep interest in environmental issues and Green Alliance's policy themes.

Position in the Organisation

You will be one of three analysts within Green Alliance's policy team, providing detailed and quantitative research to enhance our work and helping ensure the accuracy of our output as a whole. You will be managed by a head of research.

Key tasks and responsibilities

- Compile and analyse data and information on environmental policy subjects as needed with rigour and accuracy, with an initial focus on power, energy and industry.
- Provide the supporting data to bring clarity, evidence and insight to our messaging around complex issues.
- Present analysis and write in an accessible, relevant and engaging way.
- Act as a persuasive advocate of our policy recommendations to important stakeholders in different sectors and the media.
- Work with our policy and communications teams to develop the narrative around your analysis and produce impactful outputs.
- Manage tasks efficiently and to deadlines.
- Support analytical work across the organisation through peer review, and building skills and knowledge
- Be an engaged member of the Green Alliance staff team, contributing to a supportive and inclusive work culture.
- Occasionally represent Green Alliance externally and provide support at major Green Alliance events.
- Any other task which may reasonably be requested to be undertaken within the scope of this position.

Key relationships – internal

- Research and policy director
- Heads of research (job share)
- Analysts
- Heads of themes, policy advisers and politics team
- Communications team

External

- Civil servants
- Researchers, and sometimes advocacy leads, in other organisations including other charities, universities and trade unions
- Key industry stakeholders

Person specification

Knowledge, experience and skills

Essential:

- Basic knowledge of UK environmental policy and an understanding of the issues in our low carbon or economy policy themes.
- Excellent quantitative analytical skills with experience of data analysis, synthesis and presentation.
- An ability to rapidly synthesise research findings.
- An ability to analyse sources for reliability.
- Proficient in Excel, advanced formulae, and graphic data presentation.
- An eye for detail, trends and anomalies.
- Good written communication and presentation skills and an ability to present data to support compelling arguments.
- Excellent time management skills, working to tight deadlines across multiple projects.
- Ability to collaborate effectively as part of a team, and to work on your own when needed.
- Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together.

Desirable:

- Experience of handling large datasets including government data.
- Understanding of economic issues and how to frame analysis in economic terms.
- Experience of developing high quality written outputs, and an ability to package complex issues for a non-expert audience
- Experience of supporting policy-related work, with research expertise in a relevant policy field
- Media experience, for example speaking to print journalists or taking part in radio or broadcast interviews.

In your application we'll ask you to provide evidence for how you **meet the key criteria for the role, which are the ones in bold above**. We will assess all aspects of the person specification across the different parts of the recruitment process. If you feel you meet the essential criteria, but not any or all of the desirable criteria, then please still consider applying.

4) How to apply

For your application, we would like you to answer four questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

Application questions

1. Why do you want to work for Green Alliance? Summarise the skills and experience you would bring to the role.
2. Tell us about a topic within climate policy that you are most interested in. Summarise one of the key challenges and an idea for a policy solution in this area.
3. Describe a piece of data analysis you have conducted. What were you trying to achieve and how did you present your findings effectively?
4. How would you approach researching a topic that is new to you? Tell us how you would get up to speed and assess which sources are reliable.

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

To apply:

- Prepare your answers to the four questions above.
- Visit [the vacancies page](#) on our website and select the policy analyst role. Click on "Apply for this job". You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the four application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

5) Terms and conditions

Terms:	This post is advertised as a permanent contract. We are happy to consider flexible working arrangements.
Salary band:	£35,002 to £38,623
Starting 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; our staff are usually in the office for two days a week. We will provide IT hardware and other equipment needed for working from home; you will need to provide 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.
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.

Staff benefits

We're proud of our staff team and we're committed to Green Alliance being a healthy and rewarding place to work. We offer the following benefits to all our team:

- Flexible working. We support hybrid working with staff expected to be in the office for two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours. We are open to job shares and other forms of flexible working.
- Interest-free travel card or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support where needed.
- Tea and coffee, weekly office fruit delivery. Christmas dinner and activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.
- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.
- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering.
- Two additional days' leave for long service, at three years and six years.

6) Next steps

Here is what you can expect after the closing date for applications:

Application Review

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge, and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of Friday 22 August. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

Interviews

Interviews will be held on Wednesday 27 August 2025, in person at our office in Millbank Tower, Westminster, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates who are unable to attend in person will be offered an online interview.

Reasonable adjustments

We are committed to making this process inclusive and accessible. Please let us know if you require any adjustments or support to participate fully by emailing Iruka, our HR officer, on iegenti@green-alliance.org.uk.