

Information pack

Policy adviser

Political leadership theme

October 2019

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, 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.

2. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK. A country with a healthy environment, beautiful landscapes and flourishing nature, where the zero waste economy is built around thriving green businesses, and where everyone benefits from affordable high quality food, energy efficient homes and sustainable transport.

Green Alliance's unique role on environmental policy and politics is more important now than it has ever been. We are helping the environment sector respond to Brexit, providing space for new thinking and offering policy solutions to major challenges such as decarbonisation and plastic pollution.

Our current work is guided by our 2018-21 strategy, which states that we will:

- Build political support for a vision of a green and prosperous UK, based on the highest environmental and social standards, in which clean growth and environmental leadership contribute to the UK's competitive advantage.
- Secure new laws and governance arrangements to ensure strong environmental protections after Brexit, including advocating for a strong and ambitious Environment Act to underpin investment in the environment and people's wellbeing.
- Generate new ideas for world class environmental policy.

Further details of our strategy, annual report, work programme and recent activities are at www.green-alliance.org.uk

3. The role

This role is focused on our Cutting Carbon Now project that forms part of our political leadership theme, and is advocating for immediate action across the UK to drastically reduce the UK's contribution to climate change.

The successful candidate will be required to carry out research, devise strategies, and contribute to the thinking on substantive decarbonisation challenges. They will support our work aligning the environment sector to get the Government on track to meeting its climate targets and help deliver Green Alliance's ambitious plans for the COP in November 2020.

This will involve research, policy development and the ability to network and build relationships with politicians, environmental NGOs, and other stakeholders to help secure support for our projects and policy proposals.

The policy adviser will also support the head of politics in tracking project delivery, including ensuring outputs and events are effectively planned and executed.

4. Key relationships and position in organisation

This role will report to the head of politics and will work within the political leadership theme. You will work alongside other staff within an in-house policy team comprising the executive director, policy director, heads of policy, advisers, assistants and associates.

5. Tasks and responsibilities

- Research and analysis on political leadership themes relating to climate targets.
- Producing reports, briefings, articles and other communications materials to support Green Alliance's political leadership findings.
- Acting as a persuasive advocate of key policies (for example, new incentives developed by Green Alliance to meet our carbon budgets).
- Support the head of politics in identifying new thinking, ideas and partnership opportunities.
- Support relationships with project partners, and other stakeholders.
- Keep abreast of key political events and update strategies accordingly.
- Play a role in strategic project development, ideas for projects and writing proposals to secure funding.
- Support project management and ensuring delivery to time, budget and quality.
- Support the planning and management of seminars and events.
- Build new audiences and alliances for the work of the politics theme.
- Maintain and update records of key contacts in the politics field.
- Represent Green Alliance at external events.

6. Knowledge and experience

Essential

- Knowledge of UK politics and environmental politics.
- 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.
- Experience in supporting programme delivery, co-ordination and administration.
- Affinity for working in a small team and adapting to new opportunities.

Desirable

- Specific expertise in climate policy, including sectors such as transport, housing, power or land-use.
- Knowledge of the UK environmental NGO sector.
- Experience of working with politicians or in parliament.
- Experience of successfully advocating for specific changes / policy developments.
- Experience of proposal writing.

7. Skills and competencies

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

8. Terms and conditions

Terms:	This post is advertised as a 12 month full time position. We are happy to consider flexible working arrangements.
Starting salary:	£27,498
Start date:	Not fixed, but we would expect the successful candidate to be able to start within two months of accepting an offer.
Location:	Green Alliance's office is in Pimlico and is fully accessible.
Hours:	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.
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. Applications by CV will not be considered.

The closing date is **Tuesday 12 November at 10am**. Interviews for this post are expected to take place on 18 November 2019. If you have any queries or would like an informal discussion about the role, please contact Paul McNamee, head of politics, on 020 7233 7433 or by email pmcnamee@green-alliance.org.uk. All expressions of interest in the role will be 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.