

Information pack

## Graduate scheme: Policy assistant

Full time  
12 months fixed term

June 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.

Founded 40 years ago, our 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](http://www.green-alliance.org.uk)

## **1. Graduate scheme**

Now in its fifth year, our graduate scheme is targeted at, but not limited to, individuals who have graduated within the past two years. It offers a great opportunity to kick start your career. We are seeking talented and ambitious graduates (or masters graduates) to join us in roles which provide valuable hands on experience at the forefront of UK environmental policy and politics.

You will receive training to fulfil your role, participate in a series of seminars from internal and external speakers concerning various aspects of working in the environment sector, and you will be assigned a mentor to help you make the most of your time with us.

## **4. Purpose of this role**

As a policy assistant, you will support the policy team on various tasks relating to the running of policy projects. You will help to plan, manage and deliver projects and will be responsible for delivering discrete pieces of work. This could involve desk based research, writing outputs, helping to organise workshops and events, attending internal and external meetings and building relationships. You will also have some central responsibilities including administrative tasks, membership and database work and helping with Green Alliance's events.

## **5. Position in organisation**

The successful candidates will work in our in-house policy team comprising the policy director, head of policy, head of politics, and head of the Greener UK Unit, two senior policy advisers, a senior analyst, two policy advisers and one analyst, as well as associates. They will report directly to a member of the policy team, but will work with other policy staff and may be asked to assist other staff within the organisation.

It is expected that policy assistants will work on one or two of the following Green Alliance themes:

- Political leadership
- Resource stewardship
- Natural environment
- Low carbon future

## 6. Key tasks

You will assist with a range of tasks, described below. You will receive a full induction, and training where necessary:

### Research and analysis

- Undertaking qualitative and quantitative research for policy projects.
- Assisting in the analysis of data.
- Assisting with the development of evidence-based policy insights.

### Stakeholder engagement

- Supporting the policy team in managing relationships and communications with stakeholders and external partners, eg NGOs, funders and businesses.
- Participating in and contributing to stakeholder and partner meetings.
- Representing Green Alliance at external events and meetings.

### Event management

- Assisting the events team with administration tasks on Green Alliance's core events, such as the annual debate and the summer reception.
- Assisting the policy team to organise project related meetings, seminars and debates for senior members of business, government and the environmental movement.
- Management of the contacts database (shared with other graduate scheme members).

### Website and publications

- Providing website content on Green Alliance's projects.
- Providing support on the production of policy reports, including sourcing content, writing tasks and proofing.

### Other

- Staying abreast of new environmental and political developments.
- Office duties; answering the phone; managing the Green Alliance general email account; opening and sending post; other ad hoc administrative tasks (shared with other graduate scheme members).
- To participate in and contribute to the organisation's strategic planning processes.
- Any other task which may be reasonably asked requested to be undertaken within the scope of this post.

## 7. Key skills and experience

### Knowledge & Experience

#### Essential

- Strong interest in and knowledge of environmental issues
- Administrative experience
- Experience of research methods (both quantitative and qualitative)

#### Desirable

- Knowledge of UK politics
- Experience of organising events or workshops
- Experience of contributing to or producing publications

### Skills & competencies

#### Essential

- Diligent and responsible
- Problem solving skills
- Ability to work as part of a team
- Ability to read and summarise complex information
- Excellent communication skills
- Good prioritisation and delivery skills
- Confident with Office 2017 software platforms

#### Desirable

Excellent drafting and writing skills

## 8. Qualifications

For the role of policy assistant within the graduate scheme, the competencies of the successful candidate will be more important than formal academic qualifications. However we would typically expect applicants to be educated to degree or postgraduate level.

## 9. Terms and conditions

Length of contract:	This is a full time, 12-month, fixed term contract.
Salary:	£19,201 per annum (London Living Wage, which rises in November).
Location:	Green Alliance's office is a short walk from Victoria station and underground. The building 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.
Pension:	Green Alliance provides an auto-enrolment pension with Friends Life. All employees currently receive a Green Alliance pension contribution of up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.
Additional:	Green Alliance aims to be a progressive and considerate employer and assist employees to maintain a healthy work/life balance.

## 10. Application process

Green Alliance welcomes applications from all members of the community. We aim to be an equal opportunities employer. We accommodate special requirements wherever possible, on request

Applicants should complete and return the application form available on the Green Alliance website, focusing in particular on how they meet the person specification outlined above.

Application forms should be sent to [recruit1@green-alliance.org.uk](mailto:recruit1@green-alliance.org.uk)

Please quote POLICY in the subject heading of your email.

Applications by CV cannot be considered.

**The closing date for applications is Monday 8 July 2019 at midday.**

Interviews for shortlisted candidates are expected to be held in the week commencing 11 August 2019.

We expect positions to commence in mid-September.

Please note that Green Alliance can only accept applications from individuals with the right to work in the UK. We are unfortunately unable to sponsor working visa applications.

If you have questions before applying, please contact Jo Rogers, operations director, [jrogers@green-alliance.org.uk](mailto:jrogers@green-alliance.org.uk) / 020 7630 4518.