

Information pack

# Head of policy

January 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. One 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)

### **3. The role**

We are looking for an exceptional individual to work with our policy director to provide leadership and management support to our team of policy experts. You will help to develop and implement the overall strategic direction of the team to create impact and deliver our strategy. You will have a good knowledge of environmental policy, as well as a strong instinct for where the critical policy needs are and how to secure them. You will be a deep but fast thinker who combines analysis and creativity to be an outstanding problem solver.

You may be a generalist or have thorough knowledge of a particular issue, but you will need the ability to work strategically across all of our policy themes, and must demonstrate excellent people management skills.

### **4. Position in the organisation**

The head of policy reports to the policy director, and will line manage up to three members of the policy team. This is a key leadership role in the organisation.

### **5. Key tasks**

#### **Impact and advocacy:**

- Work with the policy director to define ambitious policy and advocacy objectives and ensure themes have political saliency, towards meeting Green Alliance's impact objectives.
- Ensure that Green Alliance maintains its reputation as a respected thought leader across all its work themes, made evident through high quality analysis, clear insight and intelligent challenge and commentary.
- Deliver high quality policy outputs and strong advocacy campaigns that contribute to positive change in the environmental agenda.
- Engage and involve businesses and other stakeholders, working in partnership to enrich the quality of our insights and to promote innovative solutions to environmental challenges.

#### **Project and people management**

- With the policy director, provide leadership to senior policy advisers to ensure projects are well designed and policy recommendations are robust and salient and effectively communicated.
- Line manage staff on the policy team to make sure they are delivering projects to time, budget and high quality and that they have the development and support needed to do so.
- Manage and deliver project related work.

## Theme development

- Lead the development of the natural environment programme of work and oversee its delivery.
- Contribute to the development of strategic priorities and the overarching rationale and narrative for all policy themes in conjunction with the policy director and strategy director.
- Maintain strong relationships with past, current and prospective funders.
- Contribute to the fundraising effort for projects and for meeting annual income targets for themes.

## Other

- Contribute to the strategic and project planning processes at Green Alliance and to organisational development.
- Represent Green Alliance at meetings, events and in the media as required.
- To write articles, policy insights, blogs and longer reports for publication by Green Alliance and outside bodies to achieve agreed organisational outcomes.
- To conduct any other task which may be reasonably requested to be undertaken within the scope of this post.

## Person specification

### Knowledge and experience

#### Essential:

- Significant work experience in a relevant role or sector.
- Sound knowledge of UK environmental policy.
- Understanding of and interest in UK politics.
- Experience of managing a team.
- Experience of successfully developing and managing multiple policy projects to time, quality and budget.
- Experience of researching, writing and editing policy material.
- Experience of stakeholder management and developing relationships and alliances to support project goals.

#### Desirable:

- Experience of developing new projects and attracting funding for them.
- Experience of working in or with the private sector.
- Track record of successfully developing new policy insights which have influenced expert opinion.
- Strategic vision and understanding of the external policy and political environment.
- Expertise in one, or more, of the following policy areas:
  - Natural environment
  - Environmental economics
  - Resource efficiency

### Skills and competencies

#### Essential

- Management and coaching skills.
- Excellent influencing and advocacy skills.
- Excellent drafting and writing skills.
- Creative communicator.
- Ability to work as part of a team.
- Good project planning, prioritisation and delivery skills.
- Relationship management skills (for funders and other external stakeholders).

#### Desirable

- Public speaking skills.
- Media skills.

## 6. Terms and conditions

Terms: This post is advertised as a full time, permanent position, but we are happy to consider secondments and flexible working arrangements for the right candidate.

Salary scale: £38,000-£42,500

Location: Green Alliance's office is in Pimlico and is fully accessible.

Hours: 35 hours per week with some flexibility; the post holder will be expected to work the occasional evening for time off in lieu.

Holiday: 25 days per year pro rata 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 in maintaining 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.

## 8. Application process

Applicants should complete and return the application form on the Green Alliance website. You should focus in particular on how you meet the person specification. Applications by CV will not be considered.

The closing date is **Wednesday 20 February at 10am**. Interviews for this post are expected to take place on Friday 1 March. If you have any queries or like an informal discussion about the role, please contact Jo Rogers in the first instance [jrogers@green-alliance.org.uk](mailto:jrogers@green-alliance.org.uk)

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.

