



Information pack

Senior policy adviser, low carbon future

December 2020

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. The role

We are looking for a senior policy adviser to play a pivotal role in our work shaping the UK's environmental policy. The successful candidate will work with other staff in the low carbon futures theme, leading the delivery of a new and high profile project focused on decarbonising UK transport to ensure it plays its role in meeting the country's net zero target.

The project's aims are to ensure the UK government develops, and then delivers, a comprehensive and ambitious transport decarbonisation plan, finally getting the sector on track to meeting net zero. Green Alliance will be bringing together environmental organisations campaigning on transport to help coordinate and amplify their activities and developing policy proposals, supported by robust evidence and analysis, to win government backing.

You are likely to be an ambitious climate policy adviser or transport expert looking to make the next step in their career. You may not have had lots of advocacy experience yet, but should be politically minded and have the potential to become an influential voice in the low carbon space as this role will afford you access to high profile policy makers. You will be a confident self starter with excellent project management skills.

You will need a broad understanding of UK climate and environment policy. Knowledge of the transport system would also be helpful but is not essential. You will be a strong communicator who can get to grips with environmental and economic issues and can produce incisive, compelling information for UK policy makers.

You will also have the ability to network and build relationships with politicians, environmental NGOs and other stakeholders, to secure broad support for our projects and proposals.

3. Position in the organisation

This post will report to Green Alliance's head of climate policy, and will work alongside other staff in our policy and politics teams. You will have a vital cross cutting role in the organisation, as this role will bridge across our policy and politics work and involve collaborations with other staff contributing to projects.

4. Key tasks and responsibilities

- Work with head of climate to develop effective strategies to deliver policy goals.
- Play a lead role in the project's delivery, including co-ordinating team members and keeping work to time and budget.
- Identify opportunities for impact and devise plans to maximise success.
- Gather and present relevant evidence to expertly articulate the case for change.
- Develop relationships with relevant policy makers and stakeholders.
- Write policy reports, position papers, press releases and blogs.
- Represent Green Alliance externally, including at events and in the media.
- Any other task which may reasonably be requested to be undertaken within the scope of this position.

5. Person specification

Knowledge and experience

Essential:

- Work experience in a relevant role or sector.
- Proven knowledge of UK environment policy.
- Understanding of, and interest in, UK politics.
- Proven track record at managing high quality projects to time and budget.

Desirable:

- Expertise in transport policy.
- Knowledge of the UK environmental NGO sector.
- Experience of working with politicians or in parliament.
- Experience of successfully advocating for specific policy developments or influencing change through cross sector working.
- Media experience.

Skills and Competencies

Essential:

- Persuasive communicator with the ability to convey complex issues clearly.
- Strong policy research and analytical skills; and ability to find and rapidly synthesise information for a policy audience.
- Strong eye for detail, trends and anomalies.
- Ability to build strong relationships and networks with a wide variety of stakeholders.
- Affinity for working in a small team, showing initiative and adapting quickly to new opportunities.
- Excellent drafting and writing skills.

Desirable:

- Quantitative analytical skills

6. About Green Alliance: our culture and values

Green Alliance is committed to achieving positive outcomes for the environment and, 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

Working flexibly and with light feet, we focus on where the power is, and wherever 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, and this is reflected in how we operate both internally and externally.

We embrace complexity

We will never ignore the fact that environmental issues are complex, as well as inseparable from other important issues, including social impacts, and do our best to address this in all our work.

We are inclusive

In all aspects of our work, including our employment practices, we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

7. 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.

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.

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 through our work steering the Greener UK coalition, and we are providing space for new thinking and offering credible policy solutions to major challenges such as decarbonisation and plastic pollution. Our Climate Leadership Programme is working with MPs to raise political ambitions in parliament. Our Cutting Carbon Now project advocates the immediate actions needed across the economy to achieve net zero carbon emissions and is promoting an ambitious UK position at the Glasgow COP26 climate conference. In the wake of the coronavirus pandemic, we are pushing for economic recovery that ensures a resilient, green economy.

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

8. Terms and conditions

Terms:	This post is advertised as a permanent position. We are happy to consider flexible working arrangements.
Salary band:	£33k-£39k, starting salary will be commensurate with experience.
Start date:	Not fixed, but we would prefer the successful candidate to be able to start within two months of accepting an offer.
Location:	Green Alliance's office is in central London and is fully accessible. Most of our staff are currently working at home and will continue to do so until further notice, however there is some opportunity for office based working. We will provide IT hardware and other equipment required to work at home safely but you will need 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.
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 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_Low carbon**. Applications by CV will not be considered.

The closing date is **Monday 11 January 2021 at 10am**. The interview process will depend on the guidance in relation to Covid-19 at the time, however it is expected that the first round of interviews will be held virtually in the week commencing 18 January.

If you have any queries or would like an informal discussion about this role, please contact Roz Bulleid (rbulleid@green-alliance.org.uk). All expressions of interest will be received 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.

