

## Public Affairs Officer (eighteen-month fixed contract)

October 2019

### ABOUT THE ORGANISATION

The Aldersgate Group ([www.aldersgategroup.org.uk](http://www.aldersgategroup.org.uk)) is an alliance of leaders from business, politics and civil society that drives action for a sustainable and competitive economy. Our members include some of the largest businesses in the UK from a wide range of economic sectors with a collective global turnover of over £550bn. Other members include leading NGOs, professional institutes, public sector bodies, trade bodies and politicians from across the political spectrum.

We are politically impartial and champion the important role of the business sector in moving the UK towards a zero carbon economy that is both energy and resource efficient.

This is an exciting time for the Aldersgate Group. The Group has been heavily involved in the setting of the UK's net zero target, the development of the first Environment Bill in over 20 years and the government's flagship strategies on clean growth, green finance and resource efficiency. We also continued to build on our track record of influencing EU policy such as through the development of the Circular Economy Package.

Within the last year, our public and private events have fielded high profile speakers from business, politics and academia, including then BEIS Secretary of State Greg Clark, Minister of State for Energy and Clean Growth Claire Perry, Parliamentary Under Secretary of State for the Environment Thérèse Coffey, European Commission Vice President for Jobs, Growth, Investment and Competitiveness Jyrki Katainen and senior representatives from a wide range of businesses and financial institutions such as Anglian Water, BT, Bank of America Merrill Lynch, CEMEX, Kingfisher, Legal and General Investment Management, Michelin, Siemens, SUEZ, Vattenfall and WSP.

**The Group is looking to hire a highly motivated Public Affairs Officer.** This is an important time to be joining the Group, with significant opportunities ahead for government engagement ahead of COP26, developing a new policy package to deliver net zero emissions, implementing the Clean Growth, Resources and Waste, and Green Finance Strategies, influencing the Environment Bill during its passage through Parliament and shaping key environmental and climate policy in the EU.

### JOB DESCRIPTION

#### **Purpose of the role**

The Public Affairs Officer is a new role and the successful candidate will join a small Secretariat of six employees to help deliver the Aldersgate Group's public affairs work.

The role is for an eighteen-month, fixed term contract. The Public Affairs Officer will report to the Public Affairs Manager.

#### **Main duties and responsibilities**

The Public Affairs Officer will support the Public Affairs Manager in advancing the Aldersgate Group's policy priorities through engagement with politicians, civil servants and other stakeholders, by:

- Horizon scanning and undertaking parliamentary monitoring in order to provide intelligence on political and policy developments in Parliament, government departments, European institutions, political parties and other bodies, for all members of the Secretariat as well as Aldersgate Group members.
- Helping develop and maintain a network of contacts in parliament, government and with other stakeholders.
- Supporting the preparation of high-quality briefings for parliamentarians and government officials.
- Supporting preparation for meetings and events attended by the Public Affairs Manager or Executive Director through the production of meeting notes.
- Representing the Aldersgate Group at external meetings or events where relevant.
- Liaising with the Communications Officer to ensure effective internal and external engagement with the Group's policy work.

The Public Affairs Officer will also, with other members of the Secretariat, provide some support for the administrative work of the team.

### **Person specification**

The successful candidate will hold at least a degree level qualification, with at least one to two years of relevant experience. They will have:

- Experience of networking and building relationships with politicians, civil servants, businesses, NGOs and other stakeholders.
- A good understanding of the UK political system and some knowledge of the EU political system.
- Solid knowledge of the UK climate change and environmental policy landscape and some knowledge of these policy areas in the EU.
- Some experience of developing and delivering successful influencing campaigns.
- Some understanding of the business world and what businesses look for in policy making.

The successful candidate will:

- Have excellent analytical, written and oral communication skills.
- Be highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative.
- Be a confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable.
- Have strong personnel management, time management, administrative and organisational skills.
- Have excellent attention to detail.

### **TERMS OF EMPLOYMENT**

<b>Salary</b>	£30 to £32k per annum dependent upon experience
<b>Contract</b>	Fixed term contract
<b>Hours</b>	Monday - Friday, full time, 40 hours per week
<b>Leave</b>	25 days per annum plus bank holidays
<b>Location</b>	Central London (zone 1)
<b>Start date</b>	As soon as possible

### **APPLICATION PROCESS**

Please email your CV (max two sides) and covering letter (max one side) to Sarah Williams (sarah.williams@aldersgategroup.org.uk). **The closing date for the receipt of applications is 9am on Monday 28 October 2019.** Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

Successful applicants will be invited to interviews on **4 or 5 November 2019.**