

## Job opportunity: Policy Officer (permanent 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 net zero 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 Policy Officer.** This is an important time to be joining the Group, with significant policy development opportunities ahead in devising a new policy package to deliver net zero emissions (ahead of COP26), 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 successful candidate will join a small Secretariat of six employees to provide policy support for Aldersgate Group members, the Board and rest of the Secretariat. The Policy Officer will report to the Policy Manager.

#### Main duties and responsibilities

The Policy Officer will support the Policy Manager in developing policy initiatives, by:

- Undertaking research that supports the Group's strategic objectives to tackle climate change and other key environmental challenges whilst safeguarding the sustainable growth and competitiveness of the UK economy;
- Identifying potential new topics for future policy activities and maintaining an excellent understanding of current policy issues to inform other areas of policy work;
- Developing policy reports and briefings, policy updates for Aldersgate Group members and timely blogs for the website;

- Putting together responses to relevant parliamentary inquiries and government consultations;
- Supporting preparation for policy meetings and events attended by the Policy Manager or Executive Director through the production of briefings and meeting notes;
- Representing the Aldersgate Group at external policy meetings or events where relevant;
- Liaising with the Communications Officer to ensure effective internal and external engagement with the Group's policy work.

The Policy Officer will also provide support for administrative work, alongside other members of the Secretariat, including organising external workshops and events and dealing with internal and external information requests.

### **Person specification**

The successful candidate will hold a degree level qualification or above with two to three years of relevant work experience. They will have:

- Solid knowledge of the UK climate change and environmental policy landscape and some knowledge of these policy areas in the EU;
- A good understanding of the UK political system and some knowledge of the EU political system;
- Proven policy development and advocacy expertise in areas closely related to at least one of the Aldersgate Group's workstreams;
- Some experience of project management of a successful policy campaign;
- Some understanding of the business world and what businesses look for in policy making;
- An ability to network and build relationships with politicians, civil servants and representatives of businesses and NGOs.

The successful candidate will:

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

### **TERMS OF EMPLOYMENT**

<b>Salary</b>	£32 to £34k per annum depending on experience
<b>Contract</b>	Permanent
<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 Ana Musat (ana.musat@aldersgategroup.org.uk). **The closing date for the receipt of applications is**

**9.00am on Monday 4 November 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 and Tuesday 12 and Wednesday 13 November 2019.**