

Job opportunity: Senior Policy Officer (permanent contract)

July 2020

ABOUT THE ORGANISATION

The Aldersgate Group (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 competitive, resource efficient, environmentally resilient and net zero emissions economy.

WHY JOIN US

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. Currently, the Group is undertaking a major programme of work to ensure that the UK government's economic recovery package and trade policy are in line with the UK's climate and environmental targets. The Group is also engaging with the EU Commission to help shape the implementation of the Green Deal and the EU's recovery strategy.

The aftermath of the COVID-19 crisis will be a key time to influence the new government on delivering a recovery package that accelerates the delivery of the net zero target, reverses the decline of the natural environment, contributes to tackling inequality and boosts business competitiveness. It will be a particularly exciting time to join our policy team, as policy decisions taken on economic recovery will decisively shape the climate and environmental agenda for years to come. The Aldersgate Group will play a key role in making the business case for more ambition, stronger policy detail and well-designed market mechanisms that can secure a sustainable recovery and help the UK meet its climate and environmental targets. These achievements will be crucial for ensuring that the UK is an effective host of COP26 in November 2021.

Our public and private events have recently fielded high profile speakers from business, politics and academia, including Minister for Business, Energy and Clean Growth Kwasi Kwarteng, then BEIS Secretary of State Greg Clark, 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 and WSP.

THE ROLE

The Group is looking to hire a highly motivated Senior 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 an economic recovery aligned with the net

zero emissions target, supporting the government in the run up to COP26, implementing the Resources and Waste and Green Finance Strategies, influencing the Environment Bill during its passage through Parliament and shaping the EU Green Deal.

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 Senior Policy Officer will report to the Policy Manager.

Main duties and responsibilities

The Senior 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 Senior 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 three to four 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 lasting 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.

NB: If you meet the person specification but have less than three to four years relevant work experience, we may be able to consider interviewing you for a Policy Officer position. Please get in touch with Ana Musat if you would like to discuss this in more detail:

ana.musat@aldersgategroup.org.uk

TERMS OF EMPLOYMENT

Salary	£33 to £35k per annum depending on experience
Contract	Permanent
Hours	Monday - Friday, full time, 40 hours per week
Leave	25 days per annum plus bank holidays
Location	Working remotely, with office located in Central London (Zone 1)
Start date	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 27 July 2020.** Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

This is a two-round interview process, and successful candidates will be invited for a first interview on w/c 10 August. Second-round interviews will be on w/c 17 August.

EQUAL OPPORTUNITIES

The Aldersgate Group is a multi-cultural team. We are fully committed to equal opportunities and we are actively seeking to increase the diversity of our workforce. We strongly encourage eligible candidates from non-white ethnic minorities, and candidates with disabilities, as they are currently under-represented in our workforce.