

Senior Public Affairs Officer - maternity cover (12 months, shorter duration possible)

December 2021

ABOUT THE ORGANISATION

The [Aldersgate Group](#) 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 also include leading NGOs, professional institutes, public sector bodies and academic institutions.

We are politically impartial and champion the important role of the business sector in moving the UK towards a zero carbon, resource efficient and nature positive economy. Our work is supported by a highly knowledgeable and multi-sectoral board of directors and also receives input from our chair, the Rt Hon Theresa May MP, former Prime Minister of the United Kingdom.

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 Environment Act and the government's flagship strategies on net zero, industrial decarbonisation, buildings and heat, transport, hydrogen, green finance and resource efficiency. The Group is actively involved in ensuring the UK government implements the Net Zero Strategy and other sectoral strategies, as well as making sure that its economic recovery package and trade policy are in line with the UK's climate and environmental targets.

In the run up to the crucial COP27 climate summit in November 2022, the Group's activities will also include shaping the UK's ongoing COP presidency as well as occasional interventions in relevant areas of EU climate and environmental policy.

Within the last year, our public and private events have fielded high profile speakers from business, politics and academia, including the BEIS Secretary of State Kwasi Kwarteng MP, BEIS Minister of State Anne-Marie Trevelyan MP, HMT Economic Secretary John Glen MP, DfE Minister of State Gillian Keegan MP, Special Representative for Climate Change at the Foreign, Commonwealth and Development Office Nick Bridge, Shadow Secretary of State for Climate Change and Net Zero Ed Miliband MP, European Commission Director General for Environment Florika Fink-Hooijer 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.

We also maintained a significant presence at COP26 this year, with our programme of events featuring high-profile speakers from across industry and themes covering a wide range of policy work areas including net zero emissions, industrial decarbonisation, circular economy and just transition.

The Group is looking to hire a highly motivated Senior Public Affairs Officer, under a fixed-term contract of 12 months for maternity cover. There is a degree of flexibility and slightly shorter contract durations can be considered depending on an applicant's circumstances.

This is an important time to be joining the Group and contributing to its public affairs work. Building on the momentum created by COP26 and other recent policy development, the Aldersgate Group will increasingly turn its focus to delivery in 2022 with a particular focus on driving the implementation of the Government's Net Zero Strategy, the Environment Act and other government strategies on resources and waste, heat and buildings, industrial decarbonisation, transport and green finance. The Group will also increasingly focus on driving greater co-ordination across government departments on the delivery of key environmental and climate goals.

JOB DESCRIPTION

Purpose of the role

The Senior Public Affairs Officer will join a small Secretariat of 8 employees to help deliver the Aldersgate Group's public affairs work, working closely with the policy team. The successful candidate will work in close collaboration with the existing Senior Public Affairs Officer, reporting to the Executive Director.

This a maternity cover role being created under a fixed term contract for a duration of 12 months. There is a degree of flexibility regarding the exact duration of the contract, with the possibility of having a shorter contract duration depending on an applicant's circumstances.

Main duties and responsibilities

The Senior Public Affairs Officer will work to advance 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 (on some limited occasions), political parties and other bodies, for all members of the Secretariat as well as Aldersgate Group members.
- Supporting or leading on the preparation of briefings for Aldersgate Group members following major policy or political developments.
- Helping develop and maintain a network of influential contacts in both houses of Parliament, government and with other stakeholders.
- Supporting the preparation of high-quality briefings for parliamentarians and government officials, including ahead of key votes in Parliament.
- Representing the Aldersgate Group at political meetings and parliamentary inquiry evidence sessions and supporting where required the preparation for meetings and events attended by the Head of Policy, Executive Director and other Senior Public Affairs Officer.
- Representing the Aldersgate Group at other external meetings or events where relevant.
- In close collaboration with the other Senior Public Affairs Officer, liaising with the policy team and the Senior Strategic Communications Officer to ensure effective internal and external engagement with the Group's policy work.

- Subject to available capacity, supporting or leading on specific areas of policy work in line with the Aldersgate Group's evolving strategy.
- Subject to available capacity and where relevant, supporting the Group's media work, in particular through the preparation of public facing opinion pieces or blogs.

The Senior 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 three to four years of relevant work experience. They will have:

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

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

Salary	£34 to £38k per annum pro rata, dependent upon experience
Contract	Fixed term contract
Hours	Monday - Friday, full time, 37.5 hours per week
Leave	25 days per annum pro rata, plus bank holidays
Location	Central London (zone 1), with the option to work remotely for part of the week
Start date	February 2022 / March 2022

APPLICATION PROCESS

Please email your CV (max two sides) and covering letter (max one side) to Signe Norberg (signe.norberg@aldersgategroup.org.uk). **The closing date for the receipt of applications is 9 am on Monday 10 January.** 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 (in person or virtual depending on circumstances) on **week commencing 17 January.**

EQUAL OPPORTUNITIES

The Aldersgate Group is a multicultural 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 Black, Asian, or other ethnic minority backgrounds, as well as candidates with disabilities, as they are currently under-represented in our workforce.