

Head of Policy (permanent contract)

July 2022

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 include leading NGOs, professional institutes, academic institutions and public sector bodies.

We are politically impartial and champion the important role of business in moving the UK towards a competitive, resource efficient, environmentally resilient and net zero emissions economy. Our Board of Directors come from a range of different sectors that mirror the diversity of the Aldersgate Group's sectoral representation. Our Board is supported by the guidance provided by the Aldersgate Group Chair, the Rt Hon Theresa May MP, and our Honorary President, Prof Emily Shuckburgh OBE.

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 and development of the Net Zero Strategy, the ongoing development of the Environment Act, and the government's flagship strategies on buildings and heat, industrial decarbonisation, green finance and resource efficiency. We also maintain a degree of targeted involvement in relevant EU policy issues.

This year, the Group is focused on shaping the continued implementation of the Net Zero Strategy and ensuring that the government plugs key policy gaps in sectors like buildings, power or heavy industry. The Group is also seeking to input into the UK's evolving approach on low carbon skills, green finance, the finalisation of the Environment Act nature restoration targets, the Environment Improvement Plan and the policy framework on resources and waste and sustainable trade. In a challenging context marked by inflation, supply chain disruptions and an acute energy security and cost of living crisis, the Group has an important role to play in demonstrating the business case for, and solutions, to building a thriving, competitive, environmentally resilient and net zero emissions economy in the UK.

The Head of Policy will, with support from other parts of the Secretariat, oversee a varied programme of work in pursuit of these objectives, looking at topics ranging from power sector decarbonisation and reform of electricity market arrangements through to buildings and industrial decarbonisation, low carbon skills, green finance and biodiversity restoration. Subject to funding and staff capacity, there is scope to grow the policy programme and the policy team and to broaden the Group's focus in new areas that are consistent with the Group's objectives and of relevance to the membership such as agriculture, food and land use or long-distance transport.

The successful candidate will also work closely with the Executive Director and Head of Public Affairs and Communications in shaping the Group's strategy, broadening the membership, diversifying income sources and feeding into the governance of the group. There could also be an opportunity to help establish the Group's first internship scheme.

JOB DESCRIPTION

Purpose of the role

The successful candidate will join a Secretariat of eight employees and shape and lead the Aldersgate Group's policy work. The Head of Policy will report to the Executive Director, work in partnership with the Head of Public Affairs and Communications and will be responsible for managing the policy team of currently two employees, with scope for growth in the near to medium-term.

Main duties and responsibilities

In close co-ordination with the Executive Director, the Head of Policy will oversee the development of the Aldersgate Group's overall policy work and contribute to the management of the Aldersgate Group Secretariat, by:

Policy

- Having overall responsibility for developing, overseeing and maintaining a coherent overall policy work programme for the Aldersgate Group.
- Identifying key research and publication priorities, with support from the policy team.
- Overseeing and, where necessary, leading on the development of high-quality policy reports and briefings with support from the policy team. This will often involve overseeing multiple reports concurrently.
- Supporting the Head of Public Affairs and Communications and the public affairs team in putting together briefings for parliamentarians and government officials.
- Developing policy updates for Aldersgate Group members and timely blogs for the Aldersgate Group blogsite and external media outlets, with support from the policy team.
- Attending regular policy meetings with government officials and stakeholder organisations and, where appropriate, supporting preparation for policy meetings attended by the Executive Director and other senior colleagues.
- Representing the Aldersgate Group and speaking at parliamentary inquiries, high-profile events and working groups and, support preparation for such events attended by the Executive Director and other senior colleagues.
- Liaising with the Senior Strategic Communications Officer to ensure effective internal and external engagement with the Group's policy work.

Management

- Line managing and having regular catch up meetings with members of the policy team
- Managing the overall development of members of the policy team.
- Identifying regular topics for team training, with a particular focus on training required by different members of the policy team and helping put these sessions together.
- Providing development / training support to other less senior members of the team where appropriate.

Governance / Organisational Development

- Supporting the Executive Director with the development of the Annual Strategy each year, helping gather input from across the Secretariat, Aldersgate Group membership and the Board of Directors.

- Working closely with the Executive Director and Head of Public Affairs and Communications on key aspects of organisational management and reporting (growth and management of team, diversification of funding streams, preparation of Annual Report etc).
- Working with the Executive Director to identify opportunities for philanthropic funding, building relationships with key philanthropic funds and, where appropriate, leading on the development of grant applications and reporting.
- Working with the Executive Director to develop and oversee the overall running of a new internship scheme for the Aldersgate Group.
- Managing relationships with key member organisations of the Aldersgate Group, and supporting other members of the team with their own relationship management responsibilities.
- Proactively identifying potential new members for the Group, including - but not limited to - the sectors for which the Head of Policy has relationship responsibilities.
- The Head of Policy will also, with other members of the Secretariat, provide some support for the administrative work of the team, including with regards to organising external workshops and events and dealing with internal and external information requests.

Person specification

The successful candidate will need to demonstrate:

- Significant knowledge of the UK climate change and environmental policy landscape and some understanding of these policy areas in the EU
- A solid track record in policy development and advocacy
- A solid understanding of the business world and what businesses look for in policy making
- Successes in building relationships with politicians, civil servants, businesses, NGOs and other stakeholders
- Significant understanding of the UK political system and some knowledge of the EU political system
- Staff and policy programme management experience
- Capability in public speaking
- At least a degree level qualification

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, programme management, time management, administrative and organisational skills.
- Have excellent attention to detail.
- Have strong multi-tasking skills.

TERMS OF EMPLOYMENT

Salary £50 to £55K per annum dependent upon experience
Contract Permanent

Hours Monday - Friday, full time, 37.5 hours per week
Leave 25 days per annum plus bank holidays
Location Central London (zone 1)

EMPLOYMENT BENEFITS

- Flexible working, with an expectation to work in the office 2 days per week.
- Coverage through the HSF healthcare policy.
- Cycle to work scheme.
- Up to 4 days a year additional time off in lieu for low carbon holiday travel through the Climate Perks scheme.
- 5% employer's pension contribution.
- Dedicated training budget for personal development, in addition to team-wide training budget.

APPLICATION PROCESS

Please email your CV (max two sides) and a covering letter (max one side) to Lauren Maddocks at Murray McIntosh (laurenmaddocks@murraymcintosh.com). **The closing date for the receipt of applications is 12pm on Friday 26 August 2022.** Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

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.