

Head of Policy

August 2023

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, 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, chaired by the Rt Hon Theresa May MP.

The Aldersgate Group carries out research across climate change and environment policy, publishes policy reports, holds roundtables and high-profile public events, works closely with decision-makers and is active on social and mainstream media.

WHY JOIN US?

The Group is at an exciting inflection point in its development. The Secretariat has expanded in recent years, reflecting Aldersgate's success in supporting members and delivering strong results. A new Executive Director has just joined to take the organisation to its next level under the guidance of a closely-engaged Board. The Aldersgate Group has a unique opportunity at this moment in the political cycle to deliver a clear cross-sectoral call to action based on robust, collaborative policy development.

The Secretariat team is 10 strong, with roles split across policy development, external affairs, communications and operations. The Head of Policy reports to the Executive Director and manages all policy staff, as well as contributing to the overall leadership and management of the organisation.

JOB DESCRIPTION

The Head of Policy will oversee the development of the Aldersgate Group's policy work and contribute to the management of the Aldersgate Group Secretariat, in close co-ordination with the Executive Director and Head of Public Affairs and Communications. They will do this by:

Policy

- Having overall responsibility for developing, overseeing and maintaining a coherent policy work programme for the Aldersgate Group.
- Identifying key research and publication priorities in line with political and policy trends in Westminster and Whitehall.
- Leading on the development of policy reports and briefings with support from the policy team.

- Working with the Public Affairs team to identify opportunities to brief parliamentarians and government officials, and leading on the development of relevant briefings and policy outputs.
- Overseeing policy update for Aldersgate Group members, and briefing members on the implications of key policy developments.
- Attending regular meetings with government officials and stakeholder organisations and, where appropriate, supporting preparation for meetings attended by the Executive Director.
- Representing the Aldersgate Group and speaking at parliamentary inquiries, high-profile events, meetings with Parliamentarians and working groups.
- Liaising with the Strategic Communications Principal to ensure effective internal and external engagement with the Group's policy work.
- Acting as a key senior external media spokesperson for the Aldersgate Group, regularly supporting / standing in for the Executive Director on media opportunities.

Management

- Line managing members of the policy team, including regular catch ups, preparing for annual reviews and taking responsibility for the overall development 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.
- Contributing to the strategic growth of Aldersgate Group's staff and expertise.

Governance / Organisational Development

- Supporting the Executive Director with the development of the Annual Strategy, helping gather input from across the Secretariat, Aldersgate Group membership and the Board of Directors, as well as key aspects of organisational management.
- Working with the Executive Director to identify opportunities for organisational funding, building relationships with key philanthropic funds and, where appropriate, leading on the development of grant applications and reporting.
- Managing relationships with key member organisations of the Aldersgate Group.
- Proactively identifying potential new members for the Group.

This list should not be read as an exhaustive list of tasks and responsibilities.

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrable experience in policy development, and a sound understanding of the policymaking process in Westminster and Whitehall.
- Deep understanding of the current policy landscape in the UK as it relates to environment, climate and/or energy.
- Confident representing the organisation externally at events, in the press and in senior-level meetings with members, officials, and Parliamentarians, harnessing existing external relationships and building new ones.
- Experience of managing staff and contributing to organisational growth.
- Strong written and oral communication skills.
- Excellent attention to detail.

- 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.

TERMS OF EMPLOYMENT

Salary	£55 to £65k per annum pro rata, dependent upon experience
Contract	Permanent
Hours	Monday – Friday, 9:00am – 5:30pm (subject to any flexible working requests)
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

APPLICATION PROCESS

Please email your CV (max two A4 sides) to info@aldersgategroup.org.uk. **The closing date for the receipt of applications is 9 am on Monday 4 September.** Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

Longlisted applicants will be invited to conduct a written exercise (with a multi-day deadline rather than against the clock). Applicants subsequently shortlisted will be invited to interview (in person or virtual depending on circumstances).

We aim to run a swift process and make an offer by early October, but this will be subject to the availability of all those involved.

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.