

Job opportunity: Senior Policy Officer

October 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 recently joined to take the organisation to its next level under the guidance of an 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 ROLE

The Group is looking to hire a highly motivated Senior Policy Officer to consolidate and develop our wide-ranging portfolio of policy work.

The Group works on policy development right across climate, energy and nature issues. We focus on areas where we can have most impact, determined by a combination of factors including the need for policy action and insights from our members. As we look towards a General Election in 2024, we will be consolidating and crystallising recent work on areas such as industrial decarbonisation and electricity markets, and further developing topics like nature recovery.

JOB DESCRIPTION

Purpose of the role

The Secretariat team is 10 strong, with roles split across policy development, external affairs, communications and operations. The new Senior Policy Officer will report to the Head of Policy and work alongside another Senior Policy Officer.

Main duties and responsibilities

The Senior Policy Officer will support the Head of Policy in developing policy initiatives, by:

- Undertaking research that supports the Group's strategic objectives whilst safeguarding the sustainable growth and competitiveness;

- Maintaining an excellent understanding of current industrial / low carbon and nature policy issues to inform other areas of the Group's 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 Head of Policy 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 Principal 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 in addition to relevant work experience. They will have:

- Solid knowledge of the UK climate, energy and/or industrial policy landscape;
- Demonstrable interest in UK nature policy;
- A good understanding of the UK policy-making cycle and the political system;
- Proven policy development experience;
- 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 time management, administrative and organisational skills;
- Have excellent attention to detail.

Please get in touch with Anne Smellie if you would like to discuss this in more detail:

info@aldersgategroup.org.uk

TERMS OF EMPLOYMENT

Salary	£39k-£43.5k, depending on experience
Contract	Permanent
Hours	Monday - Friday, full time, 37.5 hours per week (flexible working requests will be considered)
Leave	25 days per annum plus bank holidays

Location Hybrid, with office located in Central London (Zone 1)
Start date As soon as possible

APPLICATION PROCESS

Please email your CV (max two sides) to info@aldersgategroup.org.uk. **The closing date for the receipt of applications is 9.00am on Monday 6 November 2023.** 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).

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.