

JOB DESCRIPTION

TITLE: Brexit Policy and Campaigns Officer (Full or part time, 6-12 months contract)

BASED: Vauxhall, London

SALARY RANGE: £20,000-£28,000

CLOSING DATE: 5pm on Monday 15 May 2017

REPORTING TO: Head of Policy and Campaigns

APPLICATIONS TO: Dr Elaine King, Director at Link: elaine@wcl.org.uk

INTERVIEW DATE: 22 and 23 May 2017

MAIN PURPOSES OF ROLE:

Reporting to the Head of Policy and Campaigns, the Brexit Policy and Campaigns Officer will play a key role in delivering Link’s policy and campaigns work, focusing in particular on Link’s work to protect the natural environment as the UK prepares to exit the EU. The post holder will provide outstanding support to Link’s working groups, while also contributing to the delivery of Link’s strategy and operational plan.

The post holder is expected to work collaboratively with the Link staff team and Link’s 47 member organisations in facilitating and supporting the development and delivery of our shared environmental outcomes. The post holder works closely with the Head of Policy and Campaigns and the Link working groups to: develop and communicate powerful policies and advocacy messages; support bold and influential campaigns; and raise the profile of the natural environment and of Link’s member organisations through effective and timely communications activities. The post holder will achieve these objectives through a number of mechanisms, but particularly by advising and supporting Link’s working groups that focus on Brexit.

Other key elements of the role include working with our sister Links in the devolved countries and representing Link and its member organisations to external stakeholders.

Link will consider applications for a full or part time position, and applicants are requested to make any preferences clear in their application.

KEY ACCOUNTABILITIES:

Support Link’s Director and Head of Policy and Campaigns in delivering and reporting on Link’s vision, strategy and operational plan.

Manage, in conjunction with the group Chair and Vice Chair, the work of the Marine Working Group and the Whales Working Group, including **advising, supporting and facilitating** the groups’ activities

Help deliver effective **stakeholder engagement strategies**, including improved engagement with members

Represent Link externally and increase our collective political influence and profile with a range of external stakeholders, including Ministers, parliamentarians, other key decision-makers, businesses, non-Link NGOs and funders

<p>Work cooperatively with other Link team members</p> <p>Policy planning, delivery and reporting, in large part through collaboration with Link’s Director, Head of Policy and Campaigns and Link members</p> <p>Work with the Director, staff team and Link members in advising on and supporting the planning and coordination of a programme of high impact and influential campaigns, events and projects</p>	<p>Support Link and its members’ relationships with sister Links in the devolved countries and identify further opportunities for collaborative working</p> <p>Contribute to the effectiveness of Link’s external communications including sourcing blogs and uploading material to Link’s web site, in conjunction with Link’s Information and Policy Coordinator</p> <p>Support Link and experts within its member organisations in ensuring effective communication with stakeholders</p>
<p>ADDITIONAL RESPONSIBILITIES:</p>	
<p>Assist the Director and other staff in organisation-wide activities related to the role</p> <p>Prepare and contribute to ad hoc analysis and reports, and respond to ad hoc queries within remit</p>	<p>Board level presentation as required</p> <p>Assist in the planning and delivery of Link’s AGM and other events to support the organisation</p> <p>Manage interns and volunteers</p>

Person Specification: Policy and Campaigns Officer

	Essential	Desirable	Assessed by
Qualifications/academic achievements required	To no less than degree level or equivalent	Additional relevant professional qualifications (eg technical and/or leadership/management) Evidence of CPD	Application /certificates
Experience - type and depth of experience required to do the job	<ul style="list-style-type: none"> • An understanding of the strategic context (EU and government policy and practice), political institutions and the process of government relating to the environment • An understanding of the key policy areas which Link addresses • At least 3 years' experience of stakeholder engagement and public affairs • At least 3 years' experience of managing projects and budgets 	<ul style="list-style-type: none"> • An in depth understanding of policy and practice relating to the marine and coastal environment, including the conservation and protection of cetaceans • At least 3 years' experience of managing a professional team • Demonstrable experience of preparing successful funding applications 	Application, interview, references
Special aptitudes required	<ul style="list-style-type: none"> • A strong background in strategy delivery or campaign and project planning and management • • A highly competent, persuasive and diplomatic networker with excellent interpersonal skills and a strong track record in building effective relationships with a wide range of partners and individuals • A highly effective communicator, with excellent verbal and written skills, who can represent Link effectively at all levels • An ability to research and produce high quality briefings, advocacy material and reports, particularly on marine-related subjects • An ability to make strategic connections, horizon scan for risks and opportunities, and to explore innovative ways of working • Experience of managing projects and securing 	<ul style="list-style-type: none"> • A strong background in strategy delivery, campaign and project planning and management • Experience of public affairs and managing political relationships • A strong track record in delivering influential, high impact campaigns and effecting tangible change • Experience of devising, developing and managing projects and securing resources to support such work • 	Application, interview, references

	<p>resources to support such work</p> <ul style="list-style-type: none"> • An-in depth understanding of policy making, politics and the environment in which Link operates • Ability to plan and manage a complex organisational workload to meet agreed targets, including managing resources, budgets and systems, and reporting on performance and outcomes • Confident use of Microsoft and other software including Microsoft Word, Excel, Outlook, and Internet browsers • Proven competence with traditional and digital communication techniques and technology 		
Personal disposition	<ul style="list-style-type: none"> • Supportive of Link’s vision, values and strategy, ensuring professional quality outputs • An understanding of, and commitment to, the natural environment • Committed to cooperative working, leading by example and supporting and motivating other staff • Considerate and respectful of others • Enjoy working independently, within a small team • Credible and persuasive advocate and ambassador • Drive and enthusiasm • High standards of integrity and confidentiality • Innovative and resourceful, with an ability to introduce broader ideas and new thinking • Resilient under pressure • Committed to continuous improvement • A “hands on” individual also able to operate at a strategic level 	Established credentials in the UK NGO environmental sector and with many of Link’s stakeholders	Application, interview, references

Circumstances	<ul style="list-style-type: none">• Ability to work outside of normal office hours• Ability to travel throughout the UK, especially England, as required• Access to a form of transport which ensures the duties are fulfilled• Geographically within reasonable distance of central London		Interview
---------------	--	--	-----------