

Policy and Campaigns Co-ordinator, Wildlife and Countryside Link

Starting salary	£26,935 per annum (pro rata)
Hours	22.5 per week
Terms	Part-time position; Fixed Term Contract (maternity cover) for 6 months, plus possible extension of 3 months to a maximum of 6 months. Applications for secondments will be welcome.
Holidays	25 days per annum (pro rata) plus public holidays
Location/address	89 Albert Embankment, Vauxhall, London SE1 7TP
Reporting to	Director
Responsible for	Occasional policy volunteers

Wildlife and Countryside Link is the leading umbrella body for the environmental not for profit sector, with over 35 member organisations and 31 years' experience.

Link's Policy and Campaign's Co-ordinator is an experienced facilitator with knowledge of the environment sector, nature conservation and animal welfare policy. You are at ease managing many tasks at the same time and delivering them to high standards including enabling information exchange, supporting the consensus-building process between members, and co-ordinating joint activities with the aim of influencing decision makers and effecting policy change.

This role will cover a range of Link's policy areas and as a highly organised team-builder, you will bring together policy experts and campaigners from across our membership. You will facilitate policy development and advocacy to advance Link members' collective aims.

Completed applications

To apply for this position you must submit, by email or post, a completed application form and covering letter by **5pm on Friday 10th February 2012**.

Applications should be marked for the attention of the Director and preferably emailed to enquiry@wcl.org.uk or posted to Wildlife and Countryside Link, 89 Albert Embankment, London SE1 7TP.

Application forms can be downloaded from www.wcl.org.uk or obtained by telephoning 020 7820 8600.

Interviews will be held in London on **Thursday 16th and Friday 17th February 2012**

Policy and Campaigns Co-ordinator - job description

Wildlife and Countryside Link (Link) is the leading umbrella body of the environmental not-for-profit sector. Link has over 35 member organisations and 31 years' experience of bringing together experts in the environment, access animal welfare, and conservation fields.

Link's activities are centred on the development and promotion of common policies on issues ranging from agriculture to the marine environment and international whaling policy.

Link currently has three full time and two part time members of staff: Director, Marine Policy and Campaigns Coordinator, two Policy and Campaigns Coordinators and an Information and Office Coordinator. The Director manages all three Coordinators and is responsible to the Management Committee for the day-to-day running of Link.

We are now looking for a part-time Policy and Campaigns Coordinator to help coordinate key areas of our policy work.

Link is the hub of a busy network of activity and the Policy and Campaigns Coordinators facilitate and support Link's policy groups. The post-holder will be responsible for a range of Link's policy areas and will work closely with policy experts and campaigners from across our membership to influence decision makers and facilitate policy development and advocacy. You will have the opportunity to develop and apply your knowledge and experience of key environmental policy issues and to hone your team-building, negotiation and facilitation skills.

Main Responsibilities

1. Co-ordinating policy and campaigns work

The part-time Policy and Campaigns Co-ordinator facilitates and supports specific Link policy groups and would also be responsible for ad-hoc policy coordination through the year. Policy groups are teams of policy experts and campaigners from across the membership, which come together to work jointly on particular issues. The role builds effective teams, enables information exchange and creative thinking, builds and helps achieve consensus, and co-ordinates joint activities with the aim of effecting policy change.

The role is responsible for particular policy areas, coordinating their activity. This involves:

- helping the policy group to define a strategic and realistic campaign, or workplan, with clear objectives, targets and activities;
- planning, organising and facilitating meetings and taking a note of discussions;
- managing the production of joint statements, including responses to policy consultations, press releases and position statements;
- maintaining awareness of key policy issues, keeping Link members abreast of developments, and identifying opportunities to influence policy;
- raising funds for and project-managing joint initiatives, such as parliamentary receptions, site visits, and jointly commissioned research;
- understanding, developing and providing advice to members on Link's work and procedures;
- building relationships with relevant target audiences and partners, including Government departments, parliamentary contacts, statutory agencies, and other stakeholders and interest groups; and
- representing agreed Link positions at external fora and events.

Link currently supports groups working on:

- Agriculture

- Biodiversity
- Land Use Planning
- Legal Strategy
- Natural Environment White Paper
- Wildlife and Trade
- Whales
- Water Policy (including the Blueprint for Water Campaign)
- Marine Nature Conservation (the responsibility of Link's Marine Policy and Campaigns Co-ordinator).

Link's priorities are regularly reviewed through a democratic work process agreed by the membership and the Management Committee.

2. One-off initiatives and seminars

Through the year, Link occasionally runs one-off seminars and task and finish groups on issues of interest to the members. These may be designed to build understanding of a new policy area or issue or to raise capability within the sector. The Policy and Campaigns Co-ordinators often play a key role in co-ordinating these events and groups.

3. Managing students and volunteers

The Link team is regularly augmented by policy volunteers and interns, as well as MSc students keen to develop their dissertations in conjunction with Link. Where appropriate, the Policy and Campaigns Co-ordinator helps to plan and oversee this work, as well as coaching and developing the volunteer or student.

4. Liaison with the Management Committee

Link's work is overseen by a Management Committee, comprising senior managers elected from the member organisations. The Management Committee has key input into Link's workplan and future direction and helps to resolve any issues arising. The Policy and Campaigns Co-ordinator attends meetings with the Management Committee and uses them as a sounding board as necessary.

5. Reporting

The Policy and Campaigns Co-ordinator is expected to provide accurate records of meetings and to contribute to regular reports to the membership and major funders, as well as to provide content for Link's website.

6. Strategic Development

Working with the other members of the Link team, the Policy and Campaigns Co-ordinator has a real opportunity to input to the future development of Link. The role helps to coordinate the annual work planning process which sets the policy focus for the organisation. The role also plays a key role in developing the service that Link provides to its members, such as the way information and communications technology is used, the development of Link's website and the role of the Secretariat.

Link is a small flexible organisation. The duties of this post may be subject to adjustment from time to time and the post holder will be expected to carry out any other reasonable tasks requested of him/her in furtherance of Link's wider objectives.

Person Specification

Applications should make **specific reference** to essential criteria in the table below.

Criterion	Standard	Essential/ Desirable	How identified
Experience	At least 2 years' relevant work experience, preferably including experience of one or more of the following: <ul style="list-style-type: none"> o policy development and campaigning o the environmental voluntary sector o a secretariat role for a network of organisations 	Desirable	Application and interview
	Building and developing partnerships	Desirable	Application and interview
	Organising and facilitating meetings, workshops or other events	Essential	Application and interview
	Project management, including activity planning, fund-raising and managing external contractors	Desirable	Application and interview
Qualifications	Relevant Degree or HND	Desirable	Application
	Relevant Masters Degree	Desirable	Application
Skills	Ability to plan and prioritise work, deliver to deadlines and to effectively manage multiple streams of work concurrently	Essential	Application and Interview
	Excellent 'people skills' - including an ability to manage negotiation processes with diplomacy and neutrality, and networking skills	Essential	Application and Interview
	Ability to rapidly gain a basic understanding of new subject areas	Essential	Application and Interview
	Clear, fluent written communication skills, including editing and drafting of text, with a good standard of grammar and spelling	Essential	Application and Interview
	Clear oral communication skills, including the ability to take accurate notes, and communicate clearly in meetings	Essential	Application and Interview
	Proven ability to problem solve	Essential	Application and Interview
	Confident use of Microsoft Word, Excel, Outlook, and Internet browsers	Essential	Application
	Proven use of communication techniques and technology, including ICT systems, digital and social media	Essential	Application
	Interest in environmental/animal welfare issues	Essential	Application and Interview
Personal Attributes	Ability to work in a team and form productive, supportive & professional relationships with all colleagues and volunteers	Essential	Application and Interview
	Current environmental issues	Essential	Application and Interview
Knowledge	Government decision-making, public policy and legislation	Essential	Interview
	Facilitation techniques and an understanding of group dynamics	Essential	Interview
	Policy and legislative decision-making processes	Desirable	Interview