**JOB DESCRIPTION**

**TITLE:** Policy Officer (or Senior Policy Officer) for [Wildlife and Countryside Link](https://www.wcl.org.uk)

**CONTRACT:** This is a full-time permanent role

**SALARY**: £33,000 - £37,000 pa

**BASED**: Hybrid - Home-working and one or more days in our Vauxhall (London) offices per week

**REPORTING TO:**  CEO

**APPLICATIONS TO**: Nicola@wcl.org.uk

**APPLICATION DEADLINE:** 9am on Monday 22 April.

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| **KEY RESPONSIBILITIES:** |
| * Play a pivotal role in policy development for 82 environment charities
* Promote agreed environmental policy messages to Government, civil service and Parliamentarians
* Produce written briefings, policy digests and research in support of the sector’s policy development
* Support Link working groups including organising meetings and events
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**Person Specification: Policy Officer**

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|  | Essential  | Desirable |
| Experience and skills | * Excellent written communication
* Excellent verbal communication
* Problem solving and analytical skills
* Aptitude for coalition-building and diplomacy
* Excellent organisation skills or proven project management skills
 | * Knowledge of environmental policy

(knowledge of access to nature; nature-based solutions; climate change; or environmental economics valuable but not essential )* Clear understanding of Government, Parliament and policy-making
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| Personal disposition  | * Commitment to environmental improvement, public access to nature and animal welfare
* Committed to cooperative working, leading by example and supporting and motivating other staff
* Self-motivated but also a good team-player
* Considerate and respectful of others
* Enjoys working independently, within a small team
* Resilient under pressure
 | * Established networks in the environment movement and government
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| Circumstances  | * Ability to work occasionally outside of normal office hours
* A balance between regular work in central London and home-working
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Find out more about Wildlife and Countryside Link, our 82 members, our [campaigns](https://www.wcl.org.uk/campaigns.asp) and [media work](https://wcl.org.uk/press-releases.asp) at [www.wcl.org.uk](http://www.wcl.org.uk) and at [(@WCL\_News) / Twitter](https://twitter.com/WCL_News)