

## **JOB DESCRIPTION**

**TITLE:** Policy & Information Coordinator (full time)

**SALARY:** £24,000–£27,000

**BASED:** Remote working / Central London

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

**CLOSING DATE:** 5pm, Monday 31 August 2020

**INTERVIEW DATE:** Tuesday 7 September 2020

### **MAIN PURPOSES OF ROLE:**

We are looking for an aspiring environmental policy professional who will also be able to turn their hand to supporting key operational and administrative functions for Wildlife & Countryside Link.

This role is roughly a 50:50 split between policy work and supporting the team.

In the policy role, this person will be responsible for coordinating and contributing to Link policy groups. Here, creative thinking, analytical skills, and an ability to negotiate well and foster collaborative working will be essential.

In the supporting role, this person will support key business functions, including: financial accounting; monitoring budgets; and supporting the Link Board of Trustees.

*Wildlife and Countryside Link is England's largest environment and wildlife coalition, bringing together 58 organisations to use their strong joint voice for the protection of nature. Our members campaign to conserve, enhance and access our landscapes, animals, plants, habitats, rivers and seas. Together we have the support of over eight million people in the UK and directly protect over 750,000 hectares of land and 800 miles of coastline.*

**KEY RESPONSIBILITIES:**

- Play a prominent role in policy development for Link, including developing consultation responses, policy briefings and campaign strategies and advocating these with relevant stakeholders
- Undertake core administrative, HR and financial tasks to support a small team
- Support the work of a number of standing and ad hoc Link working groups including organising meetings and events and ensuring regular communication with all groups and members

**Person Specification: Policy Officer**

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>
Experience and skills	<ul style="list-style-type: none"> <li>• Excellent written communication</li> <li>• Excellent verbal communication</li> <li>• Problem solving and analysis skills</li> <li>• Aptitude for coalition-building and diplomacy</li> <li>• Excellent organisational skills or proven project management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of environmental policy</li> <li>• Budget management experience</li> <li>• Administrative support experience</li> <li>• Experience of stakeholder engagement</li> <li>• Clear understanding of Parliament and policy-making</li> <li>• Experience of organising events</li> </ul>
Personal disposition	<ul style="list-style-type: none"> <li>• Commitment to environmental improvement, public access to nature and animal welfare</li> <li>• Committed to cooperative working, learning and supporting others</li> <li>• Independent and self-motivated</li> <li>• Considerate and respectful of others</li> <li>• Enjoy working independently, within a small team</li> <li>• Resilient under pressure</li> </ul>	
Circumstances	<ul style="list-style-type: none"> <li>• Ability to work occasionally outside of normal office hours</li> <li>• Regular home-working, with possibility of work in Vauxhall office as circumstances change</li> </ul>	