

<b>Job Title</b>	Policy Manager, Sustainable Resources
<b>Reporting to</b>	Head of Sustainability
<b>Location</b>	Southwark, London
<b>Salary</b>	Between £26,759 - £29,830 (depending on experience)
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Industries you will work with</b>	<ul style="list-style-type: none"> <li>• Waste and sustainable resource sector – commercial, public and third sector stakeholders</li> <li>• Sustainability team covers climate change, energy, resources, and infrastructure</li> <li>• Parliament and politicians</li> <li>• Civil Service</li> </ul>
<b>Job focus</b>	<ul style="list-style-type: none"> <li>• Policy development</li> <li>• Stakeholder engagement</li> <li>• Campaign work</li> <li>• Policy areas: <ul style="list-style-type: none"> <li>○ Sustainable resource management</li> <li>○ Waste management</li> <li>○ Clean growth</li> <li>○ Resource efficiency and resource productivity</li> </ul> </li> </ul>
<b>The role</b>	<p>This role is an exciting opportunity to shape the sustainable resources workstream in the Sustainability Team. We are looking for an ambitious person who has an understanding of policy, impact, and stakeholder engagement, preferably in sustainability and resource.</p> <p>The role includes managing the work of the All-Party Parliamentary Sustainable Resources Group, and supporting the work of the All-Party Parliamentary Climate Change Group.</p> <p>The Sustainability Team is a dynamic group of people where you could have substantial impact, and we are open to changing programmes and innovative new ideas to help us work better or produce stimulating projects (including cross-departmental).</p> <p>We have exciting projects ahead which you will be involved with, including: a <b>zero plastic waste project</b>, overseeing a PhD student; <b>impact work for a report</b> launching in February; and work around the <b>25 Year Environment Plan and Clean Growth Strategy</b> as well as <b>the upcoming resources and waste strategy</b>.</p> <p>The role suits individuals with good stakeholder management skills and the desire to make a significant impact on improving people’s lives across the UK by working in a policy or public affairs environment.</p>
<b>Main duties</b>	<p><b>Membership &amp; business development</b></p> <ul style="list-style-type: none"> <li>• Maintain an active and engaged membership and proactively source new members for the All-Party Group, maintaining rapport with key</li> </ul>

	<p>contacts within member organisations and ensuring client satisfaction.</p> <ul style="list-style-type: none"> <li>• Identify and develop new streams of income and review and contribute towards the diversification of the product range offered by the sustainability team.</li> </ul> <p><b>Programme of research, events and impact</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver an innovative and engaging long-term research and event programme on sustainable resource policy that involves associate members, parliamentary stakeholders and government representatives.</li> </ul> <p><b>Communication</b></p> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Maintain close contact with all key stakeholders, including parliamentary members and industry, academic and third sector members.</li> <li>• Develop and deliver key outputs for our work stream on sustainable resource. Key outputs/channels include: <ul style="list-style-type: none"> <li>○ Website</li> <li>○ E-bulletins</li> <li>○ Policy briefings and event summaries</li> <li>○ Social media</li> <li>○ Press releases</li> </ul> </li> </ul> <p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Lead on the internal communication for the sustainable resource policy and participate in regular 1-2-1 meetings with the Head of Sustainability and fortnightly Business Development and Planning meetings with the Chief Executive, Chief Operating Officer and Communications Manager.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Lead the sourcing of new funding for policy research projects, parliamentary inquiries and events in the area of sustainable resource policy.</li> <li>• Develop annual budgets and business plans for the All-Party Group as part of the sustainability team and in conjunction with the Chief Executive and Chief Operating Officer.</li> <li>• Ensure that projects are managed to time and budget.</li> <li>• Ensure that invoices are raised promptly and aged debtors are pursued.</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Actively seek out opportunities which promote the interests of the wider organisation.</li> <li>• Take an interest and participate in cross-company activity which may include but is not limited to project teams, new initiatives or central administrative support, taking initiative where appropriate.</li> </ul>
<b>Person requirements</b>	<p><b>Essential</b></p> <p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> <li>• Educated to degree level, or equivalent, or work experience at a level demonstrating graduate ability.</li> <li>• Demonstrable interest in sustainability policy and sustainable resource management.</li> <li>• An interest/knowledge in parliamentary processes and policy-</li> </ul>

	<p>making.</p> <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> <li>• Business development skills/knowledge.</li> <li>• Proven ability to develop and foster close working relationships with senior stakeholders.</li> <li>• Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders.</li> <li>• Excellent written and verbal skills.</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• High level of professionalism and credibility.</li> <li>• Flexible and adaptable to new and changing contexts (such as political change).</li> <li>• A commitment to the aims, purpose and vision of the organisation.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in delivering presentations and experience in public speaking.</li> <li>• Line management.</li> <li>• 1-3 years' experience in a public affairs, industry or a policy-making environment.</li> <li>• Accountable, friendly, knowledgeable and trustworthy.</li> </ul>
<p><b>Benefits</b></p>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people's lives for the better.</p> <p>As manager in the Sustainability Team you will be able to have great degree of influence on the shape of your policy field and work in close cooperation with the Head of Sustainability in developing the team further.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> <li>• Policy Connect contributes 4% to employees' pension scheme.</li> <li>• Inclusion in the formal Policy Connect learning and development programme.</li> <li>• Flexible working.</li> </ul>
<p><b>About Policy Connect</b></p>	<p>Policy Connect is the go to cross-party think tank, successfully delivering new policy ideas through research, evidence, political meetings and sector engagement. With no set ideology, we recommend the best approach from facts and data, and help influence policy decisions and law-making. We find the common ground and build consensus to improve public policy.</p> <p>We have a rich history of influencing cross-party policy for over two decades. With a unique reach into Parliament - and as a leader in research and engagement for a number of diverse policy areas - we support charities, academia, NGOs, public sector and private businesses to engage with Parliament and politicians. We lead debates and seminars and have invited sector specialists to contribute to more than fifty different research inquires.</p>

	<p>By harnessing talent and expertise we have seen the results of our work through shaping opinion and influencing outcomes of UK public policy across all of the political parties for over twenty years.</p> <p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a social enterprise and London Living Wage-accredited.</p>
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### How to apply

Please read the job description and candidate specification below, and send **your CV of no more than 2 A4 pages**, a **covering letter of no more than one A4 page** and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include **“Policy Manager, Sustainable Resources”** in the application email subject line.

Please ensure that your covering letter states your current or most recent salary and refers specifically to how your experience relates to the main duties and person specifications required for this role.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment. In order to ensure equal opportunities during our recruitment processes we are carrying out blind recruitment. Therefore **please send your documents as a word file if possible or include a second copy of your cover letter and CV with your name erased.**

Please contact Claudia Jaksch at [Claudia.Jaksch@PolicyConnect.org.uk](mailto:Claudia.Jaksch@PolicyConnect.org.uk) or on 0207 202 8584 if you have any questions regarding the role or Policy Connect.

**Closing date:** 28 February 2018, 5pm

**Likely interview date:** During the week commencing 12 March 2018

We welcome simultaneous applications from candidates for all positions currently available in our sustainability team. Please clearly state in your covering letter if you would like to be considered for more than one role.