

<b>Job Title</b>	Head of Sustainability or Policy Manager, Sustainability
<b>Reporting to</b>	CEO / Head of Sustainability
<b>Location</b>	Southwark, London
<b>Salary</b>	Manager: £27,294 - 30,427 Head: £30,652 - 34,910 (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>• Parliament and politicians</li> <li>• Climate change groups and charities</li> <li>• Energy industry</li> <li>• Higher education institutions</li> <li>• Public affairs/media</li> <li>• Civil Service</li> <li>• Third sector</li> </ul>
<b>Job focus</b>	<p>Head:</p> <ul style="list-style-type: none"> <li>• Strategic policy development</li> <li>• Team leadership</li> <li>• Stakeholder engagement</li> <li>• Project development oversight</li> <li>• Human resources</li> <li>• Strategic team and business direction</li> <li>• Scrutiny and governance</li> </ul> <p>Manager:</p> <ul style="list-style-type: none"> <li>• Policy development</li> <li>• Stakeholder engagement</li> <li>• Project development and management</li> </ul> <p>Policy areas:</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Water</li> <li>• Energy efficiency</li> <li>• Clean growth</li> </ul>
<b>About Policy Connect</b>	<p>Policy Connect is a cross-party think tank improving people's lives by influencing public policy. We collaborate with Government and Parliament, through our APPGs, and across the public, private and third sectors to develop our policy ideas.</p> <p>We work in health; education &amp; skills; industry, technology &amp; innovation, and sustainability policy. Policy Connect is not-for-profit, cross-party, a London living wage employer and a Member of Social Enterprise UK.</p> <p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a not-for-profit social enterprise and London Living Wage-accredited.</p>
<b>Benefits of working for us</b>	<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 Head of/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 developing the team further.</p>

	<p>Benefits include:</p> <ol style="list-style-type: none"> <li>1. Paid leave for volunteering (up to 4 days per annum)</li> <li>2. Pension contributions of 5% (exceeding the statutory minimum for employers)</li> <li>3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications</li> <li>4. Interest-free loans for transport</li> <li>5. Cycle-to-work scheme</li> <li>6. Flexible working arrangements</li> <li>7. Employee Assistance Programme</li> </ol>
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### How to apply

We welcome simultaneous applications from candidates for 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.

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 **“Head of Sustainability” or “Manager, Sustainability”** 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.

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:** 17 March 2019, 5pm

**Likely interview date:** During the week commencing 25 March 2019

<b>Head of role</b>	<p>We are looking for an experienced, enthusiastic and ambitious person to lead our work in the sustainability team, reporting to the CEO.</p> <p>This role is an add-on to the manager role (below), meaning that you will both oversee the day-to-day activities of your group as well as manage the team that oversees all of our work on sustainability, including the All-Party Parliamentary Climate Change Group (APPCCG), the All-Party Parliamentary Sustainable Resource Group (APSRG), Carbon Connect (CC), Westminster Sustainable Business Forum (WSBF) and the Sustainable Resource Forum (SRF).</p> <p>In the long term, following financial growth of the team led by the Head, we would like this role to singularly be head of team without management of the group.</p>
<b>Manager role</b>	<p>We are looking for an ambitious and experienced person to lead our work on infrastructure policy in our sustainability team and develop the work and stakeholders of the <a href="#">Westminster Sustainable Business Forum</a>. This person would ideally go on to step up to become the Head of team in a short period of time.</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> <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><b>Main duties</b> <b>Head of</b></p>	<p>The strategic oversight of the Sustainability policy team delivering the policy work.</p> <p><b>Membership &amp; Business Development</b></p> <ul style="list-style-type: none"> <li>• Strategic oversight of the Parliamentary and industry membership of the APPCCG, APSRG, CC, WSBF and SRF- active membership, retaining existing members and recruit new members – particularly core funders.</li> </ul> <p><b>Research, events, and strategy</b></p> <ul style="list-style-type: none"> <li>• Lead the development of strategies for the policy area and oversee research projects and research programmes</li> <li>• Oversee the delivery of meeting and event programmes across the sustainability team</li> <li>• Ensure a strong working relationship across all sustainability and Policy Connect groups and forums, facilitating events and projects</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Provide policy and political advice to parliamentarians and policymakers, and represent Policy Connect externally</li> <li>• Regular liaison with key stakeholders across the sustainability team</li> <li>• Work in partnership with the Communications Manager to develop media campaigns and increase our press and social media reach</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 for the sustainability team</li> <li>• Contribute to the strategic development of annual budgets and business plans for the sustainability team in conjunction with the Chief Executive and Chief Operating Officer</li> <li>• In conjunction with Finance Manager provide quarterly reports for the Chief Operating Officer for the sustainability team</li> <li>• Ensure that projects are managed to time and budget/surplus across the sustainability team</li> <li>• Assist the Finance Manager to ensure that membership renewals and other invoices are raised and paid promptly across the sustainability team</li> </ul> <p><b>Head Office &amp; Senior Management</b></p> <ul style="list-style-type: none"> <li>• Sit on the Senior Management Team alongside other group heads, comms, the CEO and COO, to coordinate organisation strategy and undertake work on strategic priorities</li> <li>• Direct line management and development of managers and the sustainability team members</li> <li>• Follow Policy Connect and legal requirements</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> </ul>

	<ul style="list-style-type: none"> <li>• Take a lead in cross company activity which may include but not be limited to project teams, new initiatives or central administrative support, leading where appropriate</li> <li>• Be responsible for own personal and professional development and undertake management training</li> </ul>
<b>Main duties Manager</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, maintaining rapport with key contacts</li> <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>Research and event delivery</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver an innovative and engaging long-term research and event programme on built environment policy that involves associate members, parliamentary stakeholders and government representatives</li> <li>• Ensure the impact of past research and policy work, including our most recent inquiry into housing and water, entitled "<a href="#">Bricks and Water</a>"</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>• Communicate sustainable resource policy internally,</li> <li>• 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 policy events/meetings</li> <li>• Develop annual budgets and business plan</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>• Experience in sustainability policy</li> <li>• Working knowledge in parliamentary processes and policy-making</li> </ul>

	<p><u>Skills and abilities</u></p> <ul style="list-style-type: none"><li>• 2+ years general management experience</li><li>• Leadership and direction</li><li>• Line management experience with prioritisation and delegation, workload management, team motivation, goal setting</li><li>• Proven ability to develop and foster close working relationships with senior stakeholders</li><li>• Business development - identifying and engaging external stakeholders to develop new business and generate income</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><li>• Financial/budget management experience</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><li>• Commitment to the aims, purpose and vision of Policy Connect</li></ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"><li>• Human Resource management, including recruitment, succession planning and workforce development</li><li>• Experience presenting own ideas and influencing senior level stakeholders</li><li>• Experience in delivering presentations and experience in public speaking</li><li>• Experience in a public affairs environment</li><li>• Extensive line management experience</li></ul>
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