

Job Title	Project Co-ordinator, Sustainability (energy and climate change)
Reporting to	Sustainability Manager
Location	Borough, London (currently remote working)
Salary	£22,369 - £27,571 (depending on experience)
Hours	Full-time
Contract type	Fixed-term for 12 months, with a 3-month probationary period. Possibility to extend the contract or convert it into a permanent contract at the end of the 12 month period.
Industries you will work with	<ul style="list-style-type: none"> • Parliament and politicians • Environmental groups and charities • Infrastructure • Water • Resources and Waste • Energy • Higher education institutions • Public affairs/media • Civil Service • Third sector
Job focus	<ul style="list-style-type: none"> • Stakeholder engagement • Policy event organisation and events-focused research (briefings, write-ups) • Policy research (interviews, evidence sessions, report writing) <p>In the following policy areas:</p> <ul style="list-style-type: none"> • Specifically: low-carbon energy, climate change • Generally: sustainability, infrastructure, water, resources and waste, clean growth, energy efficiency
About Policy Connect	<p>Policy Connect is a membership-based, not-for-profit, cross-party think tank. We bring together parliamentarians and government in collaboration with academia, business and civil society to inform, influence and improve UK public policy through debate, research and innovative thinking, so as to improve peoples' lives.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a Disability Confident and London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.</p> <p>Our work focuses on key policy areas including: health; education & skills; industry, technology & innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work.</p> <p>Our mission is to lead the development of new policy ideas through evidence and collaboration.</p>
Benefits of working for us	<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 Project Co-ordinator in the sustainability team you will be able to have great degree of influence on the shape of our policy field and work in developing the team further.</p> <p>Benefits include:</p> <ol style="list-style-type: none"> 1. Paid leave for volunteering (up to 4 days per annum)

	<ol style="list-style-type: none"> 2. Pension contributions of 6% (exceeding the statutory minimum for employers) 3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications 4. Interest-free loans for transport and tech 5. Cycle-to-work scheme 6. Flexible working arrangements 7. Employee Assistance Programme 8. Perkbox
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How to apply

Please read the job description and candidate specification below, and supply **your CV of no more than two A4 pages**, a **covering letter of no more than two A4 pages** and a **completed equal opportunities monitoring form** via the Policy Connect applicant portal at

<https://apply.talentvine.co.uk/vacancy/preview?id=42433>. If you wish to discuss the position please contact Claudia.Jaksch@policyconnect.org.uk to arrange a call.

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role. We are a disability confident and 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.

Closing date: 24 February, 23.59

Likely interview date: During the week commencing 1 March 2021

Start date: as soon as possible

The role	<p>Policy Connect is looking for an ambitious Project Co-ordinator to join our Sustainability Team.</p> <p>The main focus of the role for the first 6-9 months will be on the programme for the All-Party Parliamentary Climate Change Group and supporting a research inquiry into a delivery architecture for Net Zero by Carbon Connect.</p> <p>You will also be involved on an ongoing basis in the wider sustainability policy areas Policy Connect covers which includes the programmes of the All-Party Parliamentary Sustainable Resource Group (APSRG), the Sustainable Resource Forum (SRF), the All-Party Parliamentary Climate Change Group (APPCCG), Carbon Connect, and the Westminster Sustainable Business Forum (WSBF).</p> <p>In the medium to long term, the focus of the role can be flexible and can respond to the personal expertise and preference of the chosen candidate.</p>
Main duties	<ul style="list-style-type: none"> • Scope, research, organise and deliver roundtables, seminars and other larger events – currently remotely via Zoom (otherwise in Parliament). • Provide research support by conducting interviews, convening evidence sessions, preparing transcripts and supporting the report writing process. • Attend and represent Policy Connect at external events. • Engage with funders and stakeholders in conjunction with the sustainability team managers to achieve impact. • Work collaboratively across Policy Connect, particularly within the Sustainability Team.
Person requirements	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Interest in sustainability and environmental issues as well as related policy areas. • Strong awareness of Parliament and the policy-making process. • Excellent organisational skills. • Excellent writing and research skills with the ability to condense complex information into easily accessible formats for different audiences.

	<ul style="list-style-type: none">• Dynamic worker, happy to work within a small team and willing to adapt work to meet changing short and long-term objectives. <p><u>Desirable</u></p> <ul style="list-style-type: none">• Experience of writing policy reports• Experience of writing public policy briefings.• Experience of working in a policy or public affairs environment.
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