

Job Title	Policy Manager, Sustainability
Reporting to	Head of Sustainability
Location	Borough, London
Salary	£27,840 - £33,940 (depending on experience)
Hours	Full-time
Contract type	Permanent with a 3-month probationary period
Industries you will work with	<ul style="list-style-type: none"> • Parliament and politicians • Civil Service • Waste management companies • Manufacturers and supply chain • Higher education institutions • Public affairs/media • Third sector
Job focus	<ul style="list-style-type: none"> • Policy development • Stakeholder engagement • Project development and management <p>Policy areas:</p> <ul style="list-style-type: none"> • Sustainable resources • Waste management • Circular economy
About Policy Connect	<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. We work in health; education & skills; industry, technology & 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>
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 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"> 1. 25 days of annual leave plus bank holidays 2. Paid leave for volunteering (up to 4 days per annum) 3. Pension contributions of 6% (exceeding the statutory minimum for employers) 4. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications 5. Interest-free loans for transport 6. Cycle-to-work scheme 7. Flexible working arrangements 8. Employee Assistance Programme

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. Please include **“Manager, Sustainability”** in the application email subject line.

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 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.

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

Closing date: 22 September 2019, 23.59

Likely interview date: During the week commencing 30 September 2019

<p>The role</p>	<p>We are looking for an ambitious and experienced person to lead our work on sustainable resource policy in our sustainability team and develop the work and stakeholders of the Sustainable Resource Forum (SRF) and the All-Party Parliamentary Sustainable Resource Group (APSRG).</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>Main duties</p>	<p>Membership & business development</p> <ul style="list-style-type: none"> • Maintain an active and engaged membership and proactively source new members, maintaining rapport with key contacts • Identify and develop new streams of income and review and contribute towards the diversification of the product range offered by the sustainability team <p>Research and event delivery</p> <ul style="list-style-type: none"> • Develop and deliver an innovative and engaging long-term research and event programme on sustainable resource policy and the circular economy that involves associate members, parliamentary stakeholders and government representatives • Ensure the impact of past research and policy work, including our most recent inquiry into plastic exports, the Plastic Packaging Plan, and work on our forthcoming project on energy from waste infrastructure with the SRF • Developing expertise in the policy area of sustainable resources and circular economy to be able to contribute to, for example, consultation responses <p>Communication</p> <p><u>External</u></p> <ul style="list-style-type: none"> • Maintain close contact with all key stakeholders, including parliamentary members and industry, academic and third sector members • Develop relationships with sector specific media companies to maximise exposure of Policy Connect’s work • Develop and deliver key outputs for our work stream on sustainable resource. Key outputs/channels include:

	<ul style="list-style-type: none"> ○ Website ○ Newsletters ○ Policy briefings and event summaries ○ Social media ○ Press releases <p><u>Internal</u></p> <ul style="list-style-type: none"> ● Communicate sustainable resource policy internally, ● Fortnightly policy and planning and membership management meetings with the Chief Executive and Head of Sustainability <p>Finance</p> <ul style="list-style-type: none"> ● Lead the sourcing of new funding for policy research projects, parliamentary inquiries and policy events/meetings ● Develop annual budgets and business plan ● Ensure that projects are managed to time and budget. ● Ensure that invoices are raised promptly and aged debtors are pursued <p>General Responsibilities</p> <ul style="list-style-type: none"> ● Actively seek out opportunities which promote the interests of the wider organisation ● 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
<p>Person requirements</p>	<p>Essential</p> <p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> ● Experience and keen interest in sustainability policy, ● Working knowledge in parliamentary processes and policy-making <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> ● Proven ability to develop and foster close working relationships with senior stakeholders ● Business development - identifying and engaging external stakeholders to develop new business and generate income ● Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders ● Excellent written and verbal skills <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> ● High level of professionalism and credibility ● Flexible and adaptable to new and changing contexts (such as political change) ● Commitment to the aims, purpose and vision of Policy Connect <p><u>Desirable</u></p> <ul style="list-style-type: none"> ● Experience presenting own ideas and influencing senior level stakeholders ● Experience in delivering presentations and experience in public speaking ● Experience in a public affairs environment ● Specialism in sustainable resource management, circular economy and related policy areas ● Financial/budget management experience