



**Post:** Policy & Advocacy Officer

**Grade:** 9

**Directorate:** Conservation

**Location:** Slimbridge / London/Home based

**Reporting to:** Head of Government Affairs

**Main function of post:** To develop and implement policy, advocacy and campaigns in pursuit of WWT's vision and strategic goals

**Supervisory responsibilities:** From time to time project staff, students and volunteers

**Hours worked:** Normally working hours will be 37.5 hours a week. In addition to normal hours of work, this role is required to work those hours necessary to fulfil the requirements of the position to the satisfaction of the Trust.

**Working pattern:** Monday – Friday

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### Main duties of the post

1. Develop and maintain WWT policy positions in consultation with colleagues and partner organisations, and respond to relevant external consultations and other policy proposals from Governments, Select Committees, political parties, businesses and NGOs.
2. Keep up to date with political and policy developments in Westminster, devolved Parliaments and Assemblies and EU, ensuring colleagues are briefed on relevant issues, and advising and coordinating any WWT response including the development of advocacy strategies.
3. Develop working relationships with politicians and civil servants in Westminster, devolved Parliaments and Assemblies and EU, and advocate WWT policy via meetings, written briefings, parliamentary tools and processes, and organising receptions and other events.
4. Represent WWT on national and international fora and working groups, ensuring WWT policy and strategic goals are represented in discussions and outputs, and acting as an ambassador at other external events to promote the work of WWT amongst potential and actual supporters.
5. Collaborate with colleagues across WWT in support of policy and strategic goals, raising our profile amongst key audiences and developing and implementing campaigns.

In addition to the duties and responsibilities listed, from time to time the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above.

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**Date raised:** 11 December 2018

**Amended:**

# Person Specification

## 1. Qualifications

### *Essential:*

- Educated to degree standard or equivalent, preferably in an environmental (science or policy) or politics-related subject.

## 2. Experience

### *Essential:*

- Knowledge of national and international conservation issues, environmental policy and key legislation, particularly those affecting wetlands and their wildlife.
- Proven experience of developing policy to influence political audiences, including responding to consultation documents and other policy proposals.
- Previous representation on policy working groups, preferably conservation-related.
- Familiarity with working with politicians and civil servants, expertise in the use of parliamentary tools and processes, and proven track record of influencing national policy.
- Wide range of published written work in variety of styles and formats (e.g. policy reports; parliamentary briefings; campaign material) designed to influence public and policy makers.
- Experience of event management, as well as project planning, management and reporting.
- Familiarity with campaigning, building support amongst politicians, partner organisations and the public in order to affect policy change.

### *Desirable*

- Up-to-date knowledge of Multilateral Environmental Agreements relating to wildlife and wetlands (e.g. Ramsar Convention, Convention on Migratory Species, Convention on Biological Diversity, African- Eurasian Waterbird Agreement, East Asian – Australasian Flyway Partnership).
- Experience of UK environmental impact assessment and planning process.
- Knowledge of and passion for the natural environment, wildfowl and wetland ecology.

## 3. Managerial & Supervisory

### *Essential:*

- Experience of overseeing day to day management and supervision of project staff, students and volunteers, setting tasks and determining priorities.

## 4. Responsibility and skills

***Essential:***

- The ability to work closely and creatively with colleagues including the Head of Government Affairs and Directors to develop policy, advocacy strategies and campaigns
- Thorough and diligent, with the ability to write clearly, concisely and persuasively in a range of formats (e.g. reports, briefings)
- Highly professional, with the ability to exercise good judgement and the integrity to represent WWT across audiences, remaining 'on brand' and true to WWT's positions and core messages
- Team worker who builds productive relationships with colleagues internally and with external partners holding a variety of views and priorities
- Strong political acumen, with the ability to identify and interpret developments and respond to them swiftly and effectively
- Confident and highly organised, with the ability to work well under pressure and with minimum supervision in order to fulfil multiple tasks and meet tight deadlines
- Demonstrable computer literacy and the ability to work with MS Office.

## 5. Creative Ability

***Essential:***

- Proficient in policy analysis, identifying obstacles and developing creative new approaches to existing and emerging problems
- Ability to think strategically and tactically, with track record of developing and implementing strategies and tools to support organisational goals
- Possessing curiosity about and a dedication to nature conservation, and the willingness to continuously learn and develop in support of WWT's cause.

## 6. Contact

***Essential:***

- Strong interpersonal skills, with ability to express arguments clearly and persuasively
- Excellent networking abilities, with established contacts in government and environmental sector
- Strong verbal and visual communicator and confident public speaker, with the ability to inspire and build trust across a wide range of audiences.

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## General Notes

The post holder will be required to travel regularly to other WWT Wetland Centres and other locations as required.