

**Post:** Policy & Advocacy Officer

**Grade:** 9

**Directorate:** Conservation

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

**Reporting to:** Head of Policy & Advocacy

**Main function of post:** To be responsible for providing political intelligence, developing policy and delivering advocacy in support of WWT's strategic goals.

**Supervisory responsibilities:** Occasional project staff, students and volunteers

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### Main duties of the post

1. Political intelligence: Monitor and report on political and policy developments in UK Government and devolved administrations, ensuring colleagues are briefed on relevant issues and understand the impacts upon wetlands and WWT's strategic goals.
2. Policy development: Work with colleagues and external partners to build and consolidate evidence, identify policy barriers and solutions, develop and maintain policy positions, and ensure these are communicated effectively and understood across WWT.
3. Representing WWT: Attend national and international fora, working groups, external meetings and events, developing and maintaining constructive relationships with UK Government and devolved administrations, politicians, private sector organisations and other stakeholders.
4. Advocacy: Develop and deliver advocacy strategies and projects, engaging in parliamentary processes, responding to consultations, and assisting in the management of external events, including parliamentary receptions.
5. Local engagement: Support colleagues at WWT wetland centres and projects in building awareness, engagement and support with key stakeholders for local and national WWT initiatives to create and restore wetlands.
6. Communications and campaigns: Collaborate with colleagues in WWT's Marketing & Supporter Development Directorate on external communication to promote WWT policy positions to a wide range of stakeholder audiences, and to develop and deliver campaigns in support of WWT policy asks.
7. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

8. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
9. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
10. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

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:** 1 February 2021

**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 legislation, particularly those affecting wetlands and their wildlife.
- Experience of developing policy to influence Government, politicians and other stakeholders, including participating in policy working groups and responding to consultation documents and other policy proposals.
- Familiarity with working with civil servants and politicians, expertise in the use of parliamentary tools and processes, and experience of influencing policy and plans.
- Wide range of published written work in variety of styles and formats (e.g. policy reports; parliamentary briefings; campaign material) designed to influence decision 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*

- Knowledge of UK planning legislation and process, and experience of engaging in site-based casework.
- Experience of working in / with local government, particularly in relation to health and wellbeing, urban design and planning processes.
- Familiarity with UK health and wellbeing sector, and experience of engaging with key stakeholders.
- Knowledge of and passion for wetlands and the broader natural environment.
- Experience of engaging with and supporting the functioning of All Party Parliamentary Groups.

## 3. Managerial & Supervisory

### *Essential*

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

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	0
Casual Workers	0	0

## 4. Responsibility and skills

### *Essential*

- Thorough and diligent, with the ability to write clearly, concisely and persuasively in a range of formats (e.g. reports, briefings)
- Strong political acumen, with the ability to identify and interpret developments and respond to them swiftly and effectively in support of strategic goals.
- 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.

Type of Responsibility	Level (£'s)
Budget Responsibility	£10,000
Income	N/A
Project Size (normally managed)	N/A
Assets (required for job, exc. buildings)	£1,000
Visitors (number per annum)	N/A

## 5. Creative Ability

### *Essential*

- Proficient in policy analysis, identifying barriers and developing creative new approaches to existing and emerging challenges
- Ability to think strategically and tactically, with track record of developing and implementing strategies and tools in order 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 strategic aims.

## 6. Contact

### *Essential*

- Strong interpersonal skills, with the ability to exercise good judgement, express arguments clearly and persuasively and the integrity to represent WWT across audiences, remaining 'on brand' and true to WWT's positions and core messages
  - Team worker, with the ability to work closely and creatively with colleagues, building productive relationships with people inside and outside WWT holding a variety of views and priorities
  - Excellent networking abilities, with established contacts in government, environmental, planning and health sectors
  - 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

Whilst this post is home-based, some travel will be necessary and therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres and to London.