



## Job Description

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**Post:** Conservation Policy Officer

**Grade:** 9

**Centre:** HQ

**Directorate:** Conservation

**Reporting to:** Head of Conservation Policy

**Main function of the post:** Provide core support to WWT's Conservation Policy Unit

**Supervisory Responsibility:** Possibly volunteers

**Hours worked:** 37.5 hours per week

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### Main duties of the post:

1. Lead, develop or coordinate WWT's responses to official and informal government consultations at both national and local levels as required.
2. Help develop and expand WWT's understanding on a breadth of conservation policy matters, attending conferences and stakeholder events to this end and acting as an ambassador for WWT when needed.
3. Help build and consolidate WWT's own evidence base outlining the need for policy change, and use this to engage government officials and other strategic partners.
4. Increase WWT's overall understanding of PES (payment for ecosystem services) policy and practice, including The Economics of Ecosystems and Biodiversity (TEEB) and 'biodiversity offsetting' and ways in which we may be able to engage or influence corporate relationships as a result.
5. Liaise and share intelligence with a range of other NGOs most notably via Wildlife and Countryside Link and other similar bodies across the UK. Lead elements of our engagement work with Wildlife and Countryside LINK, especially in relation to water, biodiversity and planning policy.
6. Contribute to the development of WWT policy statements, working with other directorates and senior management as needed. Assist in communicating the

content of these policies across the organisation, providing training to other staff as required.

7. Contribute to the development of a WWT government engagement strategy, and help drive forward relationships with MPs and other influential individuals through, for example, writing letters or lobbying.
8. Deputise for the Unit Head as necessary, and contribute to the work of the whole Conservation Directorate.
9. Further build relations with WWT's communications team to develop sound public messages and politically astute literature for campaigning purposes.

Represent WWT's interests at all times by demonstrating our driving principles; professional, proactive, pioneering and passionate.

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

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**Date raised:** January 2012

**Date Amended:**

## **Person Specification**

### **1. Qualifications**

#### **Essential:**

- Educated to Degree standard or equivalent in an environmental subject

### **2. Experience**

#### **Essential:**

- An understanding of environmental policy (in particular water policy)
- Experience of influencing national conservation policy agendas
- Experience of structuring and presenting complex policy arguments
- Working with committees and groups of people within an organisation
- Project development and management
- Developing and implementing effective strategies
- Self motivating and able to work on own initiative
- Familiarity with MS Office packages, including database management

#### **Desirable:**

- Experience of working within a multi-site environmental conservation organisation
- Production of marketing and promotional material
- An outline understanding of 'offsets', or payment for ecosystem services (PES)

### **3. Managerial & Supervisory**

#### **Essential:**

- Management of volunteers
- Able to work with staff and volunteers to get them enthused and actively involved
- Negotiating and influencing skills

<b>Type of staff</b>	<b>Number managed</b>	<b>Number supervised</b>
Permanent Staff		
Volunteers / Casual Workers		<5

### **4. Responsibility**

#### **Essential:**

- To create reports on progress and project delivery
- To represent WWT in a professional and inspiring manner
- To write authoritatively on complex policy issues to a range of audiences including senior management

- To lead, develop or coordinate WWT's responses to official and informal government consultations

### **Levels of financial responsibility**

<b>Type of Responsibility</b>	<b>Level (£)</b>
Expenditure (exc payroll)	£500
Cash Handling	£0
Assets (required for job, exc buildings)	£0
Visitors (per annum)	0

### **5. Creative Ability**

#### **Essential:**

- Able to look at existing and planned WWT projects and find ways of integrating or communicating outcomes for conservation policy
- Able to find creative solutions to existing and emerging problems
- Able to promote projects in an eye-catching and press-worthy manner
- Good creative writing skills

### **6. Contact**

#### **Essential:**

- Good contacts with environmental networks
- Links to relevant research organisations
- Experience of communicating effectively with government departments
- Team working with a range of different partners over a common cause

#### **Desirable:**

- Able to adopt different communications styles with different audiences

### **General Notes**

Some travel to other WWT centres is likely to be involved. The post will ideally be based at our Headquarters, Slimbridge. Regular travel to London, and other relevant partner organisations is likely.

This is a full-time position, which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.

A current driving licence is essential as travel to other WWT locations is a requirement of the post.