



**Post:** Policy & Advocacy Officer

**Grade:** 9

**Directorate:** Conservation

**Location:** Slimbridge / London

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

**Main function of post:** To be responsible for providing political intelligence, developing policy, representing WWT and delivering advocacy, as well as supporting local engagement and communications and campaigns.

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

**Hours worked:** Full time, 37.5 hours per week

**Working pattern:** Monday – Friday (7.5 hours per day). This position will sometimes require work during some evenings, weekends and public holidays to meet the needs of the post.

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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 to influence policy and plans via Government, Parliamentary, Judicial, private sector and international processes.
5. **Local engagement:** Support WWT wetland centres, waterscapes, projects and priority countries in building awareness, engagement and support with key stakeholders and protecting wetland sites.

6. Communications and campaigns: Support colleagues in promoting WWT policies and positions to external audiences, and in developing and delivering campaigns in support of WWT policy asks.

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:** 29 April 2022

**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*

- Familiarity with national and international conservation issues, environmental policy and legislation, particularly those related to wetlands, water management and climate change
- Developing evidence-based policy in response in external challenges and policy proposals
- Working with Government processes and bodies including Ministers, advisers and civil servants
- Working with politicians, parliamentary processes, parliamentary bodies and political parties
- Stakeholder management, including and representing employer on external bodies and events
- Project management, coordinating the development and delivery of plans across departments

### *Desirable*

- Familiarity with political monitoring and reporting systems, including CRM databases
- Working with business sector, including water companies, developers and utilities
- Working with conservation NGOs, representative bodies and research bodies
- Working with devolved Parliaments and Assemblies, Combined Authorities and local government
- Knowledge of and passion for wetlands and the broader natural environment
- Responding to media enquiries and participating in public-facing campaigns

## 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*

- Thorough and diligent, with the ability to write clearly, concisely and persuasively in a range of styles and 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
- Computer literate, familiar with MS Office applications

## 5. Creative Ability

### *Essential*

- Proficient in policy analysis, identifying barriers and developing creative new solutions to existing and emerging challenges
- 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 strategic aims.

## 6. Contact

### *Essential*

- Excellent networker, using strong interpersonal skills to build productive relationships with people holding a variety of views and priorities
- Strong and confident communicator, with the ability to inspire, persuade and build trust across a wide range of audiences.
- Reliable team worker, comfortable with working closely and creatively with colleagues

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## General Notes

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