

## Job Description

<b>Job Title:</b>	Policy and Research Manager
<b>Reference:</b>	UK100J14
<b>Salary:</b>	£40,000
<b>Hours:</b>	Full time permanent
<b>Location:</b>	Virtual, but will be office based in London in the future

To manage the design, delivery and evaluation of UK100's ambitious policy and research programme that increases ambitious action by national, regional and local government and ensure that local leaders are placed at the heart of the UK's Net Zero climate action plans.

In the role you'll be working with others in UK100 to deliver an ambitious programme that manages research, produces briefings, communicates best practice, responds to consultations and collaborates with stakeholders to support ambitious local action on Net Zero.

### Key responsibilities:

#### Policy

- Lead on policy development, and work with others in UK100 to implement a strategy that supports local leaders to take ambitious action to tackle the climate emergency and air pollution.
- Lead policy development and consultation activities, including providing evidence and insight to support the development of national and local government policy and regulation, production of policy reports, drawing on relevant data and evidence about good practice and asks of the UK Government from Mayors and local leaders.
- Support the building of relationships with UK Government officials and Local Authority officers to assist the influencing of UK Government policy including producing and delivering briefings.

#### Research

- Manage UK100's research programme of reports and briefings, ensuring that research is informed by local insight and evidence and that high quality outputs are delivered in an impactful way.
- Oversee quality assurance of content for UK100's online Knowledge Hub, working closely with UK100's Programme & Projects Manager to deliver a programme that acquires best practice information and case studies.

#### General

- Scope, commission and oversee impactful projects: to time, on budget and that meet agreed KPIs.
- Represent UK100 at meetings and public events to promote ambitious action to tackle air pollution and the Climate Emergency from Local Authorities, national Government and business.
- To support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile.
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

**Place in organisational structure:**

The post holder will:

- report to the Policy Director
- work closely with the Director, Campaigns Manager, Programme & Projects Manager.

**Key relationships:**

Internal:

Policy Director  
 Director  
 Campaigns Manager  
 Programme & Projects Manager  
 Programmes and Operations Manager  
 Operations and Campaigns Assistant  
 Political Advisor  
 Press & PR Manager  
 Digital Communications Officer  
 Senior Finance Officer  
 Finance Officer

External:

Relevant local government leaders, councillors and officers  
 Relevant national government officials  
 NGO's and partner organisations  
 Consultants and academics

**Working Conditions:**

The postholder can be based in the UK100 London office, and will be expected to be flexible in the ways hours are worked. Some travel around the UK will be required.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

**Compiled by:** Policy Director

**Date last revised:** December 2020

**Person Specification**

<b>Criteria</b>	<b>Essential</b>
Knowledge	<ul style="list-style-type: none"> <li>- Deep understanding of relevant policy and politics re: air pollution and Climate Emergency</li> <li>- Deep understanding of the structures of local government</li> <li>- Understanding of the environment of stakeholders working on air pollution and Climate Emergency</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Significant experience in policy and advocacy</li> <li>- Significant experience of overseeing research that has delivered advocacy across a varied range of issues</li> <li>- Significant experience of influencing policy change</li> <li>- Significant experience of building and maintaining effective collaborations and partnerships with multiple individuals and organisations</li> </ul>

Skills and abilities	<ul style="list-style-type: none"><li>- Effective project management skills</li><li>- Excellent communication skills with the ability to communicate complex ideas in simple language</li><li>- Ability to develop and maintain productive working relationships and establish credibility with a wide range of individuals and organisations</li><li>- Ability to plan and organize a varied and heavy workload to meet deadlines</li><li>- Effective Supervisory, management and coaching skills</li><li>- Ability to represent the organisation with external stakeholders</li></ul>
Other	<ul style="list-style-type: none"><li>- Committed to the vision of UK100</li></ul>

**Closing Date:** 17th January 2021

**Interviews:** To be held virtually on week commencing 18th January 2021

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: [jobs@uk100.org](mailto:jobs@uk100.org)