

Job Description

Job Title: Political Advisor

Reference: UK100J15

Salary: £350 per day (exclusive of VAT) for 91 days spread over a year

Days: 2 days a week for 1 year

Location: Virtual and then London office at a future date.

To engage with parliamentarians and local government leaders (including Metro mayors) to continue the broadening and deepening of the cross-party appeal of UK100's network of local leaders, and to deliver political influencing strategies that put the voice of local leaders at the forefront of advocacy for ambitious action on Net Zero.

In the role you'll be providing and maintaining high quality political analysis that supports close working with our network of local government leaders to inform and influence political decisions on Net Zero that will have impact for generations.

We are looking for someone with strong political connections and networks, who understands government decision-making, with an instinct for aligning environmental issues with the priorities of the government of the day.

Key responsibilities:

- To provide and maintain high quality political analysis as required for UK100 and our membership of local government leaders and their officers on issues relating to local authorities and climate, clean energy and clean air.
- Developing an understanding of the climate, clean energy and clean air ambitions and commitments of local government leaders, particularly in politically significant marginal constituencies often underrepresented in the climate conversation.
- To build and maintain strong relationships with local and national politicians across the political spectrum to support the communication of priorities needed to enable ambitious local action on Net Zero.
- To inform and shape the development of UK100's wider engagement programme with Parliamentarians.
- Support the Parliamentary Officer in building relationships with MPs representing constituencies, particularly in politically significant marginal constituencies often

underrepresented in the climate conversation.

- Provide advice and guidance on major political opportunities and risks to UK100 and our membership.
- 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 Campaigns Manager
- work closely with the Director, Policy Director, Senior Political advisor, Parliamentary Officer, Countryside Climate Network Coordinator and Campaigns Officer

Key relationships:

Internal:

Campaigns Manager
Director
Policy Director
Senior Political Advisor
Parliamentary Officer
Countryside Climate Network Coordinator
Programme & Projects Manager
Programmes and Operations Manager
Operations and Campaigns Assistant
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

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: Campaign Manager

Date last revised: December 2020

Person Specification:

Criteria	Essential
Knowledge	<ul style="list-style-type: none">- Deep understanding of relevant policy and politics re: air pollution and Climate Emergency- Deep understanding of the structures of local government- Understanding of the environment of stakeholders working on air pollution, clean energy and Climate Emergency- Understanding of the workings of parliament and parliamentary procedure.
Experience	<ul style="list-style-type: none">- Experience of developing and executing successful advocacy strategies- Significant experience of influencing policy change
Skills and abilities	<ul style="list-style-type: none">- Strong political strategy and tactics with excellent political judgement- Excellent networking skills and a demonstrable ability to develop and maintain trusted relationships at a senior level- Excellent communication skills with the ability to communicate complex ideas in simple language- Ability to plan and organize a varied and heavy workload to meet deadlines- Ability to represent the organisation with external stakeholders
Other	<ul style="list-style-type: none">- Committed to the vision of UK100

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