

## Job Description

**Job Title:** Policy and Research Officer

**Reference:** UK100J27

**Salary:** £26,000

**Hours:** Full time permanent

**Location:** Virtual, but can be office based in London in the future

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

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

**Equality, Diversity and Inclusion:** UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this.

### Key responsibilities:

#### Policy

- Support policy development and consultation activities, including assisting with providing evidence and insight to support the development of national and local government policy, production of policy reports, and good practice insight on local Net Zero delivery.
- Support the development of relationships with UK Government officials and Local Authority officers to assist the influencing of UK Government policy including producing and delivering briefings.
- Oversee the organisation of UK100's quarterly Policy Working Groups and ad-hoc events.

#### Research

- Support the delivery of UK100's research programme through liaising with consultants, reviewing draft reports and the development and maintenance of UK100's CRM database.
- Monitor external research activities across the Net Zero landscape and ensure research outputs are fed into wider UK100 activities.

## **General**

- Administer 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 and Research Manager
- work closely with the Campaigns and Communications Director

## **Key relationships:**

Internal:

Policy and Research Manager  
Membership team  
Campaigns, Comms and Parliamentary team

External:

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

## **Working Conditions:**

The postholder will be based in the UK100 London office in the longer term but the role will begin as a role that can be performed remotely. Some travel around the UK may 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.

## **Benefits:**

- Competitive salary
- 25 days annual leave (plus statutory bank holidays)
- Pension & access to professional pension advice
- Sick pay
- Company MacBook Air
- Company phone
- Work from home allowance
- UK100 supports flexible working arrangements

**Compiled by:** Research and Policy Manager

**Date last revised:** October 2021

### Person Specification

Criteria	
Knowledge	<ul style="list-style-type: none"><li>- Awareness of politics re: air pollution and Climate Emergency</li><li>- Understanding of the structures and functions of local government</li><li>- Knowledge of local opportunities and challenges for action on air pollution and the climate emergency</li></ul>
Experience	<ul style="list-style-type: none"><li>- Supporting the delivery of ambitious and impactful projects</li><li>- Writing/researching policy issues</li><li>- Online event management: preferably in a campaign or governmental (local or national) context</li><li>- Working in a policy or research role</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>- Effective organisational skills</li><li>- Excellent written communication and presentation skills</li><li>- Ability to work under pressure to tight deadlines</li><li>- Attention to detail and high standards of accuracy</li></ul>
Other	<ul style="list-style-type: none"><li>- Committed to the vision of UK100</li><li>- Interest in the UK political landscape, nationally and regionally</li></ul>

**Closing Date:** 23:59 7th January 2022

**Interviews:** To be held virtually on week commencing 17 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)