

Job Description

Job Title: Director of Advocacy & Engagement

Reference: UK100J44

Salary: £57,000

Hours: Full time, Fixed term contract for 1 year (extension possible subject to funding)

Location: Virtual but the postholder will be expected to work from the UK100 London office for a minimum of two days per month. Some travel around the UK will be required.

Do you want to lead a committed and skilled team in a fast-growing organisation, advocating to change the rules so local leaders can accelerate a fair transition to net zero and clean air? Up for the challenge of joining an organisation going through transformative change that's determined to make an impact? Are you an experienced campaigner at national and local level looking for an opportunity to deploy your communications savvy and political nous in a meaningful role to tackling climate change and air pollution?

If so, UK100 may well be for you.

We are looking for an ambitious and energetic Director of Advocacy & Engagement, who can lead and shape our advocacy, national communications and membership programmes.

We're looking for someone who can get things done. You'll be able to take your political awareness and experiences, turning them into a structured plan with clear deliverables for your team, coaching their development and tracking their successes. Exceptional organisational skills are a key asset in this role.

You will be able to influence politicians from all parties; anticipating their needs, be pragmatic with their concerns and able to build consensus on one of the defining issues of our times. Our network is made up of more than a hundred elected local government leaders from across the UK dedicated to fast and fair action on climate and clean air, so the more you know about local government, the better.

You will oversee our strategic communications efforts, aiming to simplify complexity and grasp diverse perspectives beyond conventional ideological frameworks. We challenge our stakeholders thoughtfully, avoiding simplistic and overused narratives.

At UK100, we are driven by a strong mission and embody passion, pragmatism, and innovation in all that we do. Join us and be a part of the change that matters.

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. This can be found on the UK100 website [here](#).

Key responsibilities:

- Lead the development and execution of UK100's advocacy campaigns, ensuring effective messaging and engagement plans to mobilise political support for our members' priorities.
- Lead UK100's work that develops and manages a network of elected local leaders and their teams to share best practice, provide political guidance and convening them to advocate for greater local action on climate and clean air.
- Provide clear direction, guidance, and mentorship to the team, fostering a positive and collaborative work environment. Setting goals, monitor performance, and evaluate the impact of advocacy initiatives as needed to meet objectives.
- Cultivate and maintain strong relationships with stakeholders, including government agencies, lawmakers and other NGOs to build partnerships, and alliances to enhance advocacy efforts and influence policy decisions.
- Conduct analysis of environmental policies, regulations, and upcoming legislation to identify opportunities and potential challenges. Formulating recommended policy positions with our Insights team to achieve the organisation's advocacy goals.
- Maintain adherence to brand standards, clarity of message and innovation through our wider communications work and assets.
- Work as part of UK100's Senior Leadership team to strategically plan for organisation growth and evolution while also developing and model UK100's core values and culture.
- We are a small team. Ad hoc duties will thus arise, and every team member is expected to support the whole team's efforts.

Place in organisational structure:

The post holder will:

- Report to the Chief Executive Officer
- Manage members of staff in UK100's Advocacy and Engagement Directorate
- Be part of the UK100 Senior Leadership Team

Key relationships:

Internal:

- Chief Executive Officer
- Chief Operating Officer
- Communications Manager
- Membership Programme Manager
- Research & Insights Manager
- Parliamentary Officer

External:

- Relevant local government leaders, councillors and officers
- Key UK parliamentarians
- Relevant national government officials and regulators
- NGOs and partner organisations
- UK100 Business Supporters Network partners
- Academics
- Journalists and media professionals

Benefits:

- Competitive salary
- 25 days annual leave, (FTE, plus statutory bank holidays)
- An additional 3 days paid leave over Christmas period
- An additional 2 days of paid leave per year to volunteer (FTE)
- Subsidised gym membership
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air
- Work from home allowance
- UK100 supports flexible working arrangements
- Mental Health first aider

Special Note: This job description does not form part of the employment contract but indicates how that contract should be performed. The job description may be subject

to amendment in the light of experience and consultation with the post holder.

Compiled by: Chief Executive

Date last revised: October 2023

Person Specification

Criteria	
Knowledge	<ul style="list-style-type: none">- Strong understanding of relevant policy and politics re: air pollution and Climate Emergency with the ability to spot opportunities for UK100's work- Strong understanding of Westminster, Whitehall and Local Government.
Experience	<ul style="list-style-type: none">- Significant experience of leadership, management and coaching at a senior level.- Leadership roles in policy development, advocacy and communications in a member-focused environment- Proven delivery of building and maintaining effective collaborations and partnerships with multiple individuals and organisations
Skills and abilities	<ul style="list-style-type: none">- Ability to develop and oversee the delivery of a advocacy programme that is rooted in our theory of change- Excellent project management skills being able to run multiple workstreams to time and budget. Being able to provide clear structure and progress towards deliverables in an uncertain environment.- Outstanding communication skills that enable the delivery of complex arguments in simple and powerful ways across a variety of media channels.- Lead the development of a member-focused programme of support and resources for political leaders, officers and local authority organisations.

Closing Date: 19th November

Interviews: First interview to be held virtually, week commencing 27th November. Successful candidates will go through to a second interview in person.

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

Please also identify where you saw this role advertised.