



The  
**Wildlife**  
Trusts

# Public Affairs Officer

## RECRUITMENT PACK

**Salary: Up to £34,125**

**Location: Home based, with occasional travel around the UK**

**Full time: 35 hours per week**

**Permanent Contract**

Royal Society of Wildlife Trusts

Registered Charity N° 207238

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## About Us

The Wildlife Trusts are a grassroots movement of over 900,000 members, 32,500 volunteers and 2,500 staff across the UK. We are at an exciting moment in our 110-year history, with an ambitious new strategy setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

The next 10 years will be critical in determining what kind of world we will all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. It will require key stakeholders and the public to take action for nature's recovery. This will require big, bold changes in the way we think and operate, and the development of a strong, collaborative culture. We have already made great strides in the development of our agricultural policy, and we are now ready to build on these successes and explore new areas and innovative solutions.

## About You

If you are interested in policy and public affairs and are looking to help drive positive change across Whitehall; and would like to work for one of the UK's best-loved nature charities, then we have an exciting opportunity for you. We are looking for a supportive, enthusiastic and knowledgeable colleague to be based in our policy and public affairs team to ensure that nature's recovery and climate action is kept at the heart of the political conversation.

The post will support the Head of Public Affairs in helping the Wildlife Trust movement develop relationships with key influencers in Westminster. You will work with policy, campaigning, and communications colleagues to build support for The Wildlife Trusts' advocacy priorities and will also have the chance to work with other charities and NGOs, as we develop dynamic and exciting campaigns to address the twin crises of our age – climate change and loss of the natural world.



## About You

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You will have an understanding of the legislative process and parliamentary procedures and will have the ability to communicate detailed policies in a compelling and persuasive way. Experience of and a proven track record of working with politicians and civil servants is advantageous, as is experience of supporting successful advocacy campaigns and fronting policies and programmes.

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgemental and are inclusive. We want our people to be as diverse as nature, so we particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

**RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.**

**As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.**

**RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.**

**Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact [tash.stewart@iris.co.uk](mailto:tash.stewart@iris.co.uk) to discuss this further and understand other options.**

## Job Description – Overall Purpose

The role of the Public Affairs Officer will focus on building support in Westminster and Whitehall for The Wildlife Trusts' policies to address the nature and climate crises. This will include, but is not limited to, drafting compelling and persuasive policy briefings, keeping track of the latest developments in Westminster, and forming strong relationships with colleagues across the NGO sector.

- **Develop parliamentary briefings on priority issues to help effectively promote The Wildlife Trusts' policies to parliamentarians and key influencers.**
- **Support Wildlife Trusts with local engagement with MPs, including MP visits to Trusts.**
- **Develop strong relationships with key influencers in Westminster and NGO colleagues.**
- **Provide support for public affairs events in Parliament and Party Conferences.**
- **Manage and share our parliamentary monitoring service.**
- **Maintain our contact list of parliamentarians and government contacts.**
- **Maintain WildNet (The Wildlife Trusts' Intranet platform) and support day to day contact with Trusts.**
- **Work with the Communications and Campaigns teams to develop public affairs comms and campaigning content.**

## Job Description – Main Responsibilities

- To build capacity within The Wildlife Trusts for our key policy asks on environmental policy and legislation.
- Provide support and guidance to individual Wildlife Trusts who are engaging with MPs and Local Authorities.
- To monitor Randall's, our parliamentary monitoring service.
- Building strong relations with team members in Wildlife Countryside Link, Green Alliance, Aldersgate Group, The Climate Coalition and others.
- Working as part of the Public Affairs team to ensure that The Wildlife Trusts establishes and champions a clear narrative on the delivery of the Government's environmental ambitions.
- Ensure that the Trusts have a bold and confident voice at local and national elections.



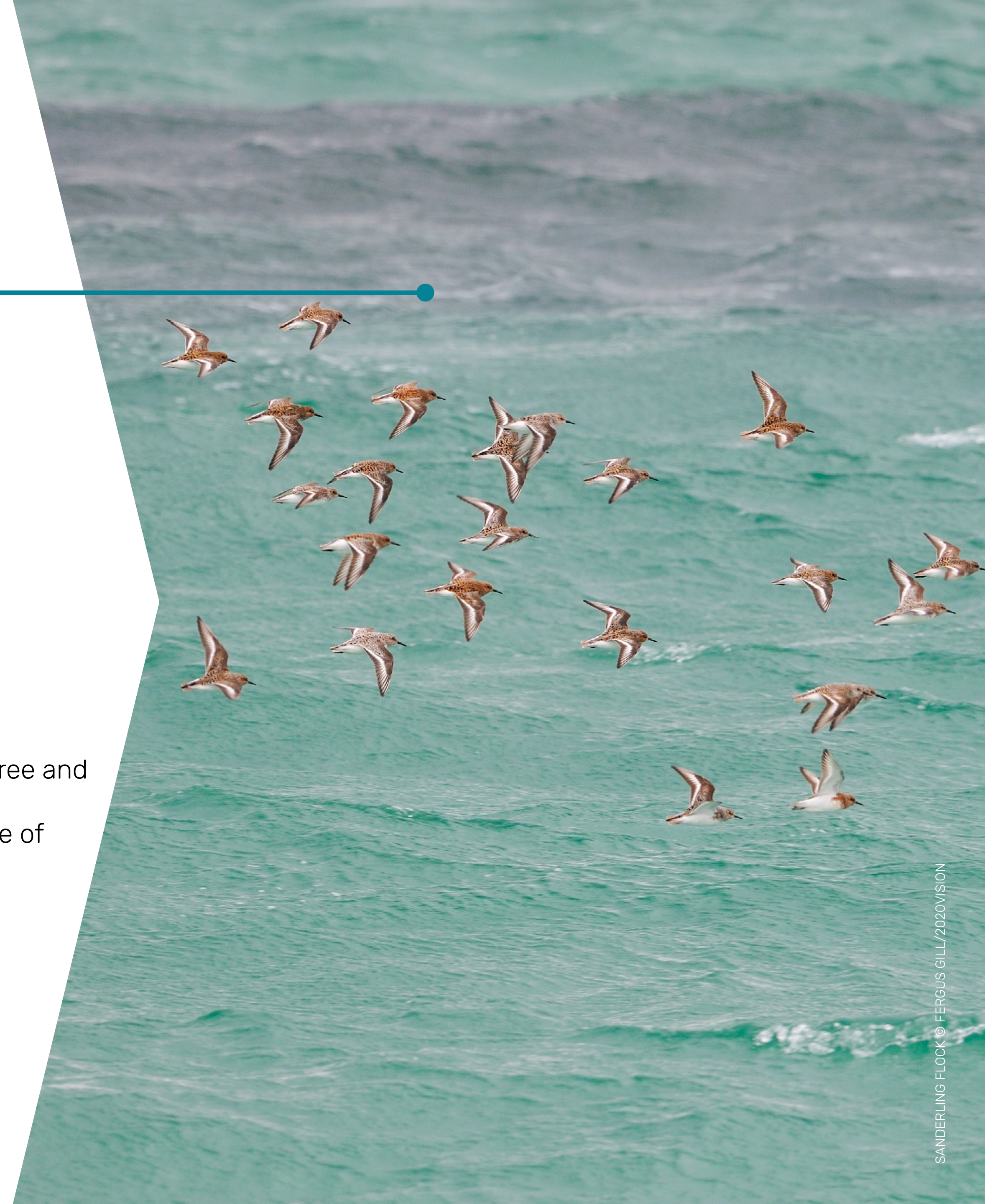
## Job Description – Main Responsibilities

- **To monitor policy developments and identify opportunities for influencing by:**
  - Ensuring policy developments are tracked and the relevant people within The Wildlife Trusts alerted to potential opportunities, demonstrate creative thinking around different ways to influence policy development.
  - Identifying issues affecting The Wildlife Trusts' campaigns and emerging opportunities for promoting The Wildlife Trusts' policies.
- **To show leadership within The Wildlife Trusts as a whole:**
  - Contributing to efforts to build and develop The Wildlife Trusts' human potential in relation to advocacy.
  - Investing in the development of national lobbyists and spokespeople from individual Wildlife Trusts.
- **Work as part of a dynamic team:**
  - Keep abreast of external issues that affect The Wildlife Trusts.
  - Manage the administration for internal working groups and stakeholder forums which inform the team's policy and advocacy work, including organising venues and other relevant requirements.
- The role will require travel and possible overnight stays at conferences and occasional evening meetings.
- In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post and any other reasonable duties required.
- **All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**

## Person Specification

### Essential

- Personal Qualities:
  - Self-motivation, enthusiasm and initiative
- Key Competencies:
  - Engaging communication skills both verbal and written
  - Excellent analytical skills, including research and interpretation of information
  - Commitment to wildlife conservation
- Experience:
  - Liaising and negotiating with a wide range of organisations/individuals
- Skills:
  - Excellent written communication skills with the ability to craft clear, concise, jargon-free and inspiring communications
  - Research skills including analysing and interpreting data and information from a range of sources in order to make recommendations for action
- Knowledge:
  - A broad understanding of environmental issues, particularly as they relate to wildlife
  - Knowledge of the legislative process and parliamentary procedures
  - Understanding of UK and European wildlife and environmental legislation



## Person Specification

### Desirable

- Key Competencies:
  - Organised and effective in prioritisation of workloads
  - IT – word processing, spreadsheets, databases and communication tools
  - Team working and good customer care skills
- Experience:
  - Experience of and a proven track record of working with MPs, Ministers, and civil servants
  - Experience of delivering successful advocacy campaigns and fronting policies and programmes
  - Having worked in a busy, dynamic team environment
  - Can deliver engaging communication processes
  - Organising meetings and relevant requirements for their smooth running
- Skills:
  - Engaging approach to gathering data and information from a wide range of people
  - Creative thinking and ability to contribute to innovate policy sessions with the team
  - Information management and use of relevant IT systems – word processing, spreadsheets, databases and communication tools
- Knowledge:
  - Broad understanding of the English, UK and ideally European environmental sector



## Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

**Closing date for applications: 6<sup>th</sup> October 2024**

**First interview: 15<sup>th</sup> October 2024**

**Second interview: 21<sup>st</sup> October 2024**

