



The  
**Wildlife**  
Trusts

# Head of Public Affairs

## RECRUITMENT PACK

**Salary: Up to £50,000**

**Location: Fully remote with regular travel to London**

**Full time: 35 hours per week**

**Permanent position**



Royal Society of Wildlife Trusts

Registered Charity N° 207238

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## About Us

The Wildlife Trusts are a federated movement of 46 charities, supported by a central charity, the Royal Society of Wildlife Trusts. Together we have 900,000 members, 32,500 volunteers and 3,400 staff across the UK. We are at an exciting moment in our 110-year history, with the development of an ambitious new strategy, setting out a vision for nature in recovery, with abundant, diverse wildlife and natural processes, creating wilder landscapes where people and nature thrive.

Wildlife Trusts have restored and care for some of the most special places for wildlife in the UK. Collectively we manage more than 2,300 nature reserves, operate 123 visitor and education centres and own 29 working farms. We undertake research, we stand up for wildlife and wild places under threat, and we help people access nature.

The next few years will be critical in determining what kind of world we 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. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.



## About Us

### What we are trying to achieve:

The twin crises of nature and climate emergencies have forced the Wildlife Trusts to rethink their role. Collectively, we have set out the new and ambitious Strategy 2030. Goal 1 of that strategy is to get nature into recovery with the Wildlife Trusts providing the leadership required to achieve 30 by 30: 30% of seas and land in nature's recovery by 2030.

Nature's recovery rests on five critical interventions: (1) the development of a nature recovery network; (2) creating landscape recovery areas at a scale where natural processes can operate to drive up species abundance; (3) regenerative agriculture; (4) green infrastructure threading through our towns, cities and countryside and, (5) at sea, an effective network of highly protected marine areas.

We are entering a new era where Labour are now the government with a very clear majority and mandate for their 5 missions that they have clearly prioritised. We have already seen that the Labour government are going to make significant changes to the planning system and are establishing GB Energy. In the short term, we need to ensure that our environmental legislation is not weakened through and that we maintain high environmental standards.





## About You

We are looking for someone with the drive, and experience of high-level advocacy and facilitation skills to lead generating and implementing appropriate policies that will drive change. This is an exciting opportunity for an innovative, capable, and passionate leader who understands both nature and people. You will need to be able to inspire politicians, funders, the media, developers and communities.

You will need to enjoy working in a fast-paced environment, be organised and resourceful, have excellent attention to written detail as well as confidence in public speaking. We need these skills to come through in your clear passion for our cause. You will be part of a tight and dedicated central policy team. You will need to have excellent collaboration and facilitation skills and always strive to ensure that everyone can come together effectively across the movement of The Wildlife Trusts to achieve our new and exciting vision.

You will need knowledge of the workings of Westminster and experience of working in the third sector. We are interested in someone who is able to demonstrate experience of working with political adversaries and has no fear of engaging in robust discussions on the future of environmental law and a reverse in the destruction of our biodiversity.

We are particularly interested in someone who has experience of working with the House of Commons and House of Lords, backbenchers, and the shadow front bench.

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 judgmental and are inclusive. 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.



## About You

The Royal Society of Wildlife Trusts takes our safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. RSWT 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.

To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately once a vacancy has closed, we are unable to consider further applications.





## Job Description – Overall Purpose

- **Help develop relationship with key influencers at Westminster in all relevant government departments.**
- **Develop a public affairs strategy and manage Directors advocacy engagement with Ministers and senior civil servants.**
- **To ensure the effective promotion of The Wildlife Trusts' (TWT) policies to Parliamentarians (MPs and MEPs) and key influencers on priority issues and campaigns.**
- **To monitor policy developments and identify opportunities for influence.**
- **Ensure The Wildlife Trusts have a bold and confident voice and better relationships with MP's, Local Authorities and mayors.**
- **Management responsibility for the Public Affairs Officers.**
- **To show leadership within The Wildlife Trusts as a whole.**

## Job Description – Main Responsibilities

- **Help develop relationship with key influencers at Westminster in all relevant government departments:**
  - Developing and managing effective relationships to establish rapport.
  - Tracking the many regulatory changes as they move through Parliament to ensure that new legislation and regulations do not weaken existing law.





## Job Description – Main Responsibilities

- **Develop a public affairs strategy and manage Directors advocacy engagement with Ministers and senior civil servants:**
  - Working with the Directors team to build support within The Wildlife Trusts for our position on new legislation and regulations. Organise Trust lobbying to gain the backing of as many MPs as possible. This will include positions on the ELMs, the planning system, GB Energy, The Water Bill and the review of the EIP. To follow passage of the Environment Bill as it passes through Parliament, helping to secure amendments where necessary and support for TWT's position. This will include drafting MP questions, gathering information from Trusts e and producing timely briefings for Trusts as the Bill progresses.
  - Help build strong relations with Wildlife Countryside Link and Green Alliance.
  - Work with the Director of Policy and Public Affairs to ensure oversight of legislative changes that Labour has promised to deliver, ensuring that TWT has a voice in appropriate discussions.
- **To ensure the effective promotion of The Wildlife Trusts' (TWT) policies to Parliamentarians (MPs and MEPs) and key influencers on priority issues and campaigns:**
  - To support any press and media activity in relation to changing and/or weakening environmental legislation.
- **To monitor policy developments and identify opportunities for influencing by:**
  - Ensuring policy developments are tracked and the relevant people within TWT alerted to potential opportunities.
  - Identifying issues affecting TWT campaigns and emerging opportunities for promoting TWT policies.



## Job Description – Overall Purpose

- **Ensure The Wildlife Trusts have a bold and confident voice and better relationships with MP's, Local Authorities and mayors:**
  - 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.
  - Liaison with Trusts to apply pressure to MPs to support specific amendments and to show public support for strong environmental protections.
- **To show leadership within The Wildlife Trusts as a whole:**
  - Responding promptly to internal requests for information and advice, and providing support to senior managers.
  - Acting as an ambassador and spokesperson for The Wildlife Trusts.
- **Management responsibility for the Public Affairs Officers:**
  - Day to day management, work programme development and objective setting alongside career development and support.
- **Across the job role to undertake duties at a similar, lower or higher level as 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:
  - Highly organised and able to flexibly manage and prioritise time and workload efficiently
  - Excellent communicator and able to work across a dispersed network
  - Good understanding of the political, social and environmental context in which British nature operates
- Key Competencies:
  - Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement
  - Ability to design and facilitate strategy development processes, involving numerous internal and external stakeholders, with the aim of co-creating a common vision and delivery plan
  - Ability to think strategically, innovatively and apply analytical reasoning to complex problems to reach decisions
  - Ability to engage with staff, peers, trustee members, and external partners to build relationships based on honesty, trust, mutual respect, and integrity to inspire confidence and respect and to resolve any conflicts or trust concerns
- Experience:
  - Experience of working in a politically harsh environment and able to demonstrate experience in negotiation and campaign planning in the current deregulation regime
  - Thrive in fast moving and unpredictable work environment
- Knowledge and skills:
  - Understand environmental regulation and how parliament works





## Person Specification

### Desirable

- Key Competencies:
  - Ability to listen and assess feedback from staff, peers, trustee members, and external partners and take positive steps to resolve tensions and or change personal approach
- Experience:
  - Experience of working with nature conservation organisations, the public and voluntary sectors
  - Substantial experience of land nature conservation policy
  - Experience of working with political parties
- Knowledge and Skills:
  - Ability to express complex ideas and highly technical points with inspiration and clarity, in both written and oral form







## 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: 15<sup>th</sup> November 2024**

**First interview: 3<sup>rd</sup> December 2024**

**Second interview: 6<sup>th</sup> December 2024**

