

Head of UK environmental policy

Application deadline: May 3rd, 2021

Salary scale: £ 33,000 – 39,000

Location: London office

About IEEP

We are a friendly organisation, multi-cultural with a strong and supportive team ethos.

IEEP is a key player in EU and UK policy development in a range of areas, including agriculture, biodiversity, climate change, transport, water and waste policies, industrial pollution and innovation, the EU budget and environmental governance.

In close collaboration with the Institute for European Environmental Policy (IEEP AISBL, Belgium), the Institute for European Environmental Policy UK (IEEP London) is a UK-based sustainability think tank which undertakes impact-led research, advisory and consultancy work on the development, implementation and evaluation of environmental and environment-related policies, both in Europe and globally.

The project portfolio of IEEP in the UK focuses on the interface between UK and EU environmental policies, seeking to improve UK environmental policies in a post-Brexit context, but also exploring how UK environmental policy can play a role in driving greater environmental ambition in the EU. In order to ensure the policy relevance of its research, IEEP works closely with national government departments and agencies, parliamentarians, academics, NGOs and their alliances.

IEEP's diverse staff made of sustainability experts is committed to high quality, transdisciplinary and impartial research. We strive to be at the forefront of thinking about environmental aspects of EU and global policies and their development and promote a thorough understanding of environmental issues and needs among policy makers, influencers, the media and other key actors.

The Role

We are looking for an expert on UK environmental policy, with its national and four country dimensions, who can show leadership, oriented towards business development and impact, enthusiastic about building partnerships and comfortable working as a part of dynamic small team.

The successful candidate is foreseen to take strategic leadership of IEEP's work on UK environmental policy, coordinating and further developing the institute's activities in this area. This is likely to include work on parallels and differences between the UK and the EU regarding policies that impact on the environment.

Candidates should be able to work in an intellectually challenging and fast-paced environment and meet firm deadlines. The post is likely to require some travel, typically within the UK, but also on occasion in Brussels.

The successful candidate will join a small team of impact-oriented and supportive colleagues as part of the SDGs and Global Challenges team and work in an institute that is committed to the professional

development of its staff, and where the opportunities for learning and for making a difference are great.

This post will be managed by IEEP's Head of SDGs and global challenges. Other key working relationships will include researchers and associates with expertise in UK environmental policy, the manager of the London office, the Executive Director of IEEP and the board of IEEP UK. Should the UK portfolio increase in importance, the postholder would then be asked to constitute and manage a small team.

IEEP offers a one-year contract under UK law. Subject to successful fundraising at the programme and institute level, this post will become open-ended.

Principal aspects of the role

In line with IEEP's UK strategy, the successful candidate will be the driver for developing IEEP's portfolio of work on UK environmental policy, he/she will be responsible for designing research projects, fundraising to create a high-impact, self-sustaining program.

More specifically this will include:

- **Fundraising and business development:** "Incubation" and management of contacts with funders and stakeholders to mobilise funding for impactful projects and partnerships.
- **Policy analysis and advice:** Carrying out policy analysis on the interface between UK and EU policies, with a view to inform UK and EU policy debates.
- **External representation:** representing IEEP London with key bodies and partners in the environment field, including government departments and agencies, devolved authorities, parliamentary Select Committees, NGOs, business and academics. Participation in stakeholder meetings, key debates and webinars will be involved.
- **Outreach and communication:** Developing and implementing a communications plan to raise the profile of IEEP in the UK, including social media, building relationships with journalists, utilising the website etc.
- **Project development and management:** Leading the development and management of multiple project-based activities linked to the above tasks.

Person Specification

Essential:

- Enthusiastic self-starter, motivated to work for a think-tank wanting to shape the environment, climate and future sustainability of the UK and also globally.
- At least 3 years of work experience in the field of UK environmental policy.
- Experience in fundraising and business development, with a track record in winning bids for contracts and for grants
- Experience in building partnerships and establishing networks, with existing contacts within relevant UK institutions and stakeholders
- Demonstrated skills in outreach and communication, including written outputs, public speaking and ability to convene meetings and seminars.
- Flexibility to work in a fast-paced policy field requiring the ability to multi-task and to meet tight deadlines both in a team environment and as a motivated self-starter.
- Willingness to travel within the EU and potentially outside.
- Excellent written and spoken English.

Desirable:

- Experience working in a leadership and/or business development role (e.g. leading a project, initiative, programme).
- Demonstrated and successful experience of managing multiple projects.
- Ability to transfer, exchange and apply knowledge between subject areas/fields.
- A demonstrable ability to draft material for different audiences.
- A high degree of computer literacy and competent use of Microsoft Office applications.

Location

The post will be based at IEEP's central London office (25 Eccleston Place SW1W 9NF, London).

How to apply

If you believe you fit this candidate specification and you would like to apply for this post, please:

1. Send us your motivation letter, together with your CV, explaining your interest in the job and showing clearly how you meet the job and candidate specifications.
2. In your letter, please indicate your current or most recent salary and benefits, length of notice period to current employer, and whether you need a work permit to work in the location specified for the vacancy.
3. Please also give the names, addresses and telephone numbers of two referees for professional reference. Note that these referees will only be contacted after prior notification from you.
4. Send your completed application form to recruitment@ieep.eu, clearly marking the title of the email: **Head of UK Environmental Policy**

All applications must reach us by 5 GMT on **May 3rd**.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. If you have not had a response to your application within two-weeks of the closing date you should assume you have been unsuccessful in your application.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender, disability, religious or similar belief, sexual orientation, age, gender reassignment or marital and civil partnership status.