

	<b>JOB DESCRIPTION</b>
<b>TITLE:</b> Information and Policy Coordinator (full time, permanent)	Based: Vauxhall, London
<b>REPORTING TO:</b> Director	Salary: £20,000 - £25,000
<b>CLOSING DATE:</b> 9am on Monday 16 April 2018	<b>APPLICATIONS TO:</b> Dr Elaine King, Director at Link: <a href="mailto:elaine@wcl.org.uk">elaine@wcl.org.uk</a>

**MAIN PURPOSES OF ROLE:**

Reporting to Link's Director, the Information and Policy Coordinator is a key role at Link that combines vital office management and administrative tasks with an element of policy work.

The Information coordinating element of the role (3 days/week) includes communicating and sharing information within the Link team, with Link's 48 member organisations and with external stakeholders, along with carrying out a diverse range of office management roles including: ICT management; financial accounting; monitoring budgets; and preparing reports for Link's Director and Trustees.

The Policy coordinating role (2 days/week) involves working collaboratively with the Link staff team and Link's 48 member organisations in facilitating and supporting the development and delivery of our shared environmental outcomes. The role involves working closely with the Head of Policy and Campaigns and the Link working groups, in: developing powerful policies and advocacy messages, creating bold and influential campaigns, and raising the profile of the natural environment and of Link's member organisations through effective and timely communications activities. The post holder will achieve these objectives through a number of mechanisms, but particularly by enhancing Link's existing role of advising and supporting Link's working groups.

Other key elements of the role include: managing volunteers and interns; working with our sister Links in the devolved countries; representing Link and its member organisations to external stakeholders; and contributing to initiatives to secure funds from major donors. Both elements of the role require working with Link colleagues and members to contribute to the delivery of Link's strategy and operational plan.

**KEY ACCOUNTABILITIES**

<i>Information</i>	<i>Policy</i>
Produce reports and other information material, such as papers for Board of Trustees meetings	<b>Support</b> and advise <b>Link's Director and Head of Policy and Campaigns</b> in delivering and reporting on Link's vision, strategy and operational plan

<p>Compile and <b>distribute news and information</b> of relevance to the Link team and member organisations</p> <p>Carry out <b>book-keeping functions</b> including maintaining financial records, reconciling monthly bank statements, paying invoices and administering the collection of subscriptions from members</p> <p>Liaise with the Director and Treasurer to <b>manage and monitor Link's budgets</b>, and to liaise with auditors to help produce Link's annual financial report</p> <p><b>Work cooperatively</b> with other Link team members and provide guidance and support to newer or less experienced personnel</p> <p>Oversee, with Link's Director, the recruitment, induction and <b>management of Link volunteers</b></p> <p>Represent first <b>point of contact</b> for general enquiries including membership of Link and Link's activities</p> <p>Maintain Link's <b>web site</b> as an up to date source of information, and support the day to day activities of Link's <b>social media</b> work, in collaboration with Link's Communications Manager</p> <p>Maintain and develop Link's extensive <b>database</b> of contacts, in addition to managing Link's central calendar of events and other information key to the organisation's activities</p> <p>Ensure high standards of <b>working environment</b> for Link staff, including meeting Health and Safety requirements, sourcing office supplies and liaising with third parties</p> <p>Maintain and manage the <b>office filing and archiving systems</b>, both paper and electronic, and work with Link's Director to ensure that <b>office contracts and policies</b> are up to date</p>	<p>Manage, in conjunction with the group Chair and Vice Chair, the work of a number of Link's working groups, including <b>advising, supporting and facilitating</b> the groups' activities</p> <p>Influence and coordinate <b>policy planning, delivery and reporting</b>, in large part through collaboration with Link's Director, Head of Policy and Campaigns, Policy Directors and working groups</p> <p>Work with the Director, Head of Policy and Campaigns, staff team and working groups in supporting the planning and coordination of a programme of <b>high impact and influential campaigns</b>, events and projects</p> <p><b>Represent Link externally</b> and work with Link's <b>Communications Manager</b> to develop and deliver effective stakeholder engagement strategies, including improved engagement with members and external audiences</p> <p>Nurture relationships with <b>sister Links</b> in the devolved countries and support Link's Director and Head of Policy and Campaigns in exploring scope for an enhanced UK-wide and new international focus</p> <p>Support Link's Director and Head of Policy and Campaigns in identifying <b>fundraising opportunities</b> and providing information for applications</p> <p>Identify and develop opportunities for working with <b>other coalitions</b> on areas of shared interest.</p> <p>Provide <b>communications support</b> across the team and support high impact communications activities, working closely with Link's Communications Manager.</p>
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<p>Manage day to day running of Link's <b><i>ICT network</i></b>, and office equipment, including server, telephones and printers, providing troubleshooting support and dealing with technical queries.</p>	
<b>ADDITIONAL RESPONSIBILITIES</b>	
<p>Assist the Director and other staff in organisation-wide activities related to the role</p> <p>Prepare and contribute to ad hoc analysis and reports, and respond to ad hoc queries within remit</p> <p>Assist in the planning and delivery of Link's AGM and other events to support the organisation</p>	

The above job description is a guide to the work you may be required to undertake. You may be required to undertake other duties within your capability subject to organisational requirement. This job description does not form part of your contract of employment and may change from time to time to reflect changing circumstances

**Person Specification: Information and Policy Coordinator**

	Essential	Desirable	Assessed by
Qualifications/academic achievements required	To no less than degree level or equivalent A degree in a relevant scientific discipline	Additional relevant professional qualifications Evidence of CPD	Application /certificates
Experience - type and depth of experience required to do the job	<ul style="list-style-type: none"> <li>• An understanding of the strategic context (EU and government policy and practice), political institutions and the process of government relating to the environment</li> <li>• An understanding of the key policy issues/areas which Link addresses</li> <li>• At least 2 years' experience of project management</li> <li>• At least 2 years' experience of stakeholder engagement</li> <li>• At least 2 years' experience of managing budgets</li> </ul>		Application, interview, references
Special aptitudes required	<ul style="list-style-type: none"> <li>• Proven track record of contributing to <b><i>multi-disciplinary teams</i></b>, inspiring confidence and trust to achieve outstanding results</li> <li>• Excellent <b><i>interpersonal</i></b> skills and an ability to build effective relationships</li> <li>• A highly effective <b><i>communicator</i></b>, with excellent verbal and written skills, who is comfortable representing Link internally and externally</li> <li>• An ability to research and produce high quality <b><i>briefings and reports</i></b></li> <li>• An ability to make <b><i>strategic connections</i></b>, horizon scan for risks and opportunities, and to explore innovative ways of working</li> <li>• Ability to plan and manage a complex organisational workload to <b><i>meet agreed targets</i></b>, including managing resources and systems, and <b><i>reporting</i></b> on performance and outcomes</li> </ul>	<p>A competent, persuasive and diplomatic <b><i>networker</i></b></p> <p>An in-depth understanding of policy making, <b><i>politics</i></b> and the environment in which Link operates</p> <p>Demonstrable ability to <b><i>facilitate meetings, negotiate</i></b> and understand <b><i>group dynamics</i></b></p>	Application, interview, references

	<ul style="list-style-type: none"> <li>Confident use of <b>Microsoft</b> and other software including Microsoft Word, Excel, Outlook, and Internet browsers</li> <li>Proven competence with traditional and digital <b>communication techniques</b> and technology</li> </ul>		
Personal disposition	<ul style="list-style-type: none"> <li>Supportive of Link's vision, values and strategy, ensuring professional quality outputs</li> <li>Committed to cooperative working, leading by example and supporting and motivating other staff</li> <li>Considerate and respectful of others</li> <li>Enjoy working independently, within a small team</li> <li>Credible and persuasive advocate and ambassador</li> <li>Drive and enthusiasm</li> <li>High standards of integrity and confidentiality</li> <li>Innovative and resourceful, with an ability to introduce broader ideas and new thinking</li> <li>Resilient under pressure</li> <li>Committed to continuous improvement</li> </ul>	A "hands on" individual also able to operate at a strategic level	Application, interview, references
Circumstances	<ul style="list-style-type: none"> <li>Ability to work outside of normal office hours</li> <li>Ability to travel throughout the UK, especially England, as required</li> <li>Access to a form of transport which ensures the duties are fulfilled</li> <li>Geographically within reasonable distance of central London</li> </ul>		Interview