



The Workstation, 15 Paternoster Row, Sheffield, S1 2BX.

Job Description

Policy and Engagement Officer

About Hope for the Future

Hope for the Future is a national charity, with HQ in Sheffield, which works to support citizens across the UK to secure greater and more ambitious action on climate change from national and local government - across all levels - by having effective conversations with their elected representatives.

With a strong vision, supportive working culture and the drive to make an impact, our team, who are located all across the UK, link constituents with their MPs and councillors, delivering training workshops and holding events. Our vision is to see politicians of all political persuasions joining together with communities across the UK to take decisive action on climate change.

About the role

Are you a people-person and relationship builder with a commitment to tackling the climate and nature crisis? We're looking for someone who is willing to hit the ground running and roll up their sleeves to help us support more people across the UK to have conversations with their elected representatives in this new era of government. You'll believe in the power of relationship building for effectively influencing decision makers, and will act as an ambassador for Hope for the Future, representing us in all forms of spaces and places.

Not only will you develop and deliver our training offer, provide tailored advice, and prepare constituents for their MP meetings, you'll also develop vital resources, align our work with strategic objectives, and foster relationships with local and regional partners.

You'll like working flexibly and reactively with an innate commitment to supporting more diverse voices to engage in the climate debate.

Terms and conditions

Hours: Full-time (35 hpw) with the option for flexible working as outlined in HFTF's [Flexible Working Policy](#). The role will require some evening and weekend work.

Pay: £26,924.00 per annum, with annual increments after each year of continuous employment in the role, plus £3k London Weighting for staff who live in the qualifying postcode areas.

Accountable to: Director of Delivery

Benefits: generous 30 days annual leave (to enable carbon neutral travel), plus 8 statutory bank holidays, employers' Pension Contribution, Bike to Work Scheme, Season Ticket Loan Scheme, well-being support, flexible working, hybrid working, enhanced parental leave.

Location: Either our Sheffield office (Head Office) or remote anywhere in the UK. Will involve regular travel to Sheffield and other national travel as required. See our [HFTF home-working/hybrid-working policy](#).

Contract type: Fixed term 12 month contract with opportunity to extend should funding allow.

Role and responsibilities

- Act as constituents' main point of contact at HFTF, working with them to effectively engage their elected representatives by supporting them through the constituent journey (including offering tailored advice, letter writing, meeting preparation and coaching, facilitation and follow-up as needed).
- Actively seek to engage with new constituents and support our work towards reaching and representing all sectors of society, especially those that are under represented currently.
- Prepare and deliver HFTF's core training, contributing to its ongoing development and approach.
- Develop constituent and partner-facing training and resources aimed at maximising political impact.
- With the support of the Director of Delivery, contribute to effective objective setting in order to deliver HFTF's strategy.
- Ensure your work is aligned with our objectives and strategy to maximise efficiency and impact, linking and contributing to Hope for the Future's central strategies and wider work as required.
- Ensure the CRM is up to date and support monitoring, evaluation and reporting in relation to the team's work.
- With the support of the Policy and Research Officer, conduct research on elected representatives and other key figures in order to train and advise constituents on how to best engage with them.
- Identify and build relationships with local and regional partner organisations and communities to engage new constituents, to help ensure that we are working towards reaching and representing all sectors of society.
- Support the Director of Delivery to identify and develop opportunities for

growing the organisation's reach and impact.

- Take the lead on thematic and project work as allocated by Hope for the Future, (e.g. Scotland focus, housing focus) and help to upskill the rest of the team on these topics as needed.
- Maintain a strong working knowledge of climate change and nature loss/ degradation developments in Parliament, including changes to policy and specific MP involvement in such developments.
- Provide support to other team members where required in both organising and delivery of events and projects.
- Provide support to other team members with income generation activities where required. This will include (but is not limited to) producing case studies and information on the impact of our work for inclusion in funding bids.
- Able to travel around the UK frequently to support constituents and partner organisations, attend workshops and deliver training. For remotely based staff, occasional attendance at HFTF premises will also be required for supervision, development or team-building purposes, etc.
- Uphold a culture that promotes equality and values diversity, including active involvement in our workstreams which are working towards reaching and representing all sectors of society.
- Contribute to our mission to "Drive inclusive action on the climate crisis" through delivery and communications activities in partnership with front-line organisations and constituents, that lead to well-planned, effective outreach and engagement of under represented communities.
- Ensure [the values of HFTF](#) are upheld across the organisation including cooperative working and collaboration, helping to ensure that we are working towards reaching and representing all sectors of society, and so carry out other reasonable duties as and when required.

Person Specification

The successful candidates will be able to demonstrate in their application and at the interview that they have the following skills and areas of expertise:

<u>Knowledge and Experience</u>	Assessment
Essential	
A good understanding of climate change and nature loss/ degradation and a commitment to mitigating their impacts.	Application/interview
A good working knowledge of UK politics.	Interview

Experience in planning and delivering a busy workload, managing priorities and working to timescales.	Application/Interview
Desirable	
Experience working with elected representatives or other decision makers	Application
Skills and Abilities	
Essential	
Enthusiastic and self-motivated, comfortable working independently and as part of a team.	Application/Interview
Excellent written and verbal communication skills, with good attention to detail.	Application/Interview
Confident in communicating with a wide range of people and the ability to demonstrate impartiality whilst interacting with people who may have differing views.	Interview
Ability to work with different sources of information - doing your own research and working collaboratively with others in order to prepare reports and presentations.	Interview
Excellent IT skills, particularly in using spreadsheets and up-to-date knowledge of working with G Drive and G Suite (Google Sheets, Docs. etc).	Application
Desirable	
Experience in organising or supporting events.	Application
Experience in delivering training and workshops either e.g. whilst in education or work environment or in a voluntary capacity.	Application
Experience in digital campaigning using a variety of channels including social media communications tools, e.g. Twitter. YouTube, email etc., writing blogs and website content.	Application
An understanding of Monitoring and Evaluation and how to use a CRM system.	Application
Ability to use design programmes in your work, such as Canva.	Application
Values/ behaviours	

Essential	
Values equality and operates in an inclusive way supporting diversity.	Interview
Values team working and seeks to work collaboratively.	Interview
Champions equality and values diversity, particularly in ways of working and communication.	Interview
A commitment to the aims of Hope for the Future in tackling climate change and nature loss/ degradation and a strong interest in the role of democratic engagement in addressing the issue.	Interview

Supporting Diversity in our team

We acknowledge that people from certain backgrounds are under-represented in progressive movements and we are committed to doing what we can to correct this. We acknowledge that people from these groups may have encountered barriers to accessing political institutions or the climate movement in the past and so place the emphasis on transferable skills and personal attributes over relevant previous experience for this role.

We ask candidates with a protected characteristic to indicate this on their application form. We follow HFTF's EDI in recruitment guidelines to ensure a fair and transparent process. We ensure our application and interview processes are accessible to all and make reasonable adjustments such as allowing extra time and providing interview questions in advance for candidates that request this.

How to apply

To apply for this role, please apply using the application form on our website: hftf.org.uk/jobs

Closing Date: 9am Wednesday 28th August 2024

Shortlisted applicants will be asked to provide a video submission by 9am Thursday 5th September

Interviews will be on 16th & 17th September 2024

Start Date: Sep/Oct 2024