

Information pack

Resources policy adviser

August 2026

Closing date for applications: 10am, Tuesday 1 September

1) About Green Alliance

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

About Green Alliance: culture and values

We are committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

Grounded in evidence, we are ambitious about the change we can secure and persistent in pursuing it. We believe our vision of a UK where people and the environment thrive together is achievable.

We are collaborative

We are deeply invested in a strong and broad ecosystem calling for progress. We collaborate across sectors to design and implement winning strategies.

We are impact focused

We secure impact by focusing on real world outcomes. We are responsive, flexible and adapt our approaches towards the most impactful ways of securing change.

We embrace complexity

Environmental issues are inherently complex and inseparable from other important issues, including social impacts. We address this complexity head on, bringing clarity and direction through our work.

We are inclusive

We will strive to increase our own diversity and will ally with, support and learn from diverse voices and communities. An inclusive approach is essential to our success.

Vision and strategy

Our vision is for a UK where people and the environment thrive together.

Our mission is to drive the ambitious, meaningful and urgent change in UK environmental policy and politics that enables people to thrive. We achieve impact by focused advocacy based on evidence and political insight, informed by an understanding of public opinion. We

build relationships with a wide range of influential people and organisations and act as a bridge between them and political stakeholders to catalyse positive change. We are an independent, trusted expert and non-partisan voice, working across the political spectrum.

Our strategy for 2025 to 2030 has four headline goals:

- UK governments take ambitious action on climate and nature for the benefit of people
- A large, diverse and influential network drives progress
- Credible policy grounded in strong evidence achieves ambitious and workable outcomes
- A dynamic staff team, culture, infrastructure and funding enables maximum impact

2) Equity, diversity and inclusion

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

We reimburse travel expenses for candidates that attend our office for an interview.

Applicants who require reasonable adjustments

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Jenny, our Operations director, on jbaker@green-alliance.org.uk. If we offer you an interview, we will also ask you if you need any reasonable adjustments.

3) Summary of the role

We are looking for a policy adviser to work primarily in our resource stewardship theme to help deliver ambitious leadership for the environment. You will also have opportunities to work on projects in our Legislation & Governance unit.

Using your strong research and strong communication skills, you will contribute to work that shapes the future of circular economy policy and environmental legislation in the UK. Collaborating with colleagues across the organization, including in comms and politics, you will help identify compelling evidence, stories, and projects to drive better use of resources in the UK and will secure support for projects and policy proposals by building relationships with politicians and policymakers, environmental NGOs and community groups, business partners and other stakeholders.

This is a varied role that will also include project management to ensure effective delivery, including ensuring outputs and events are effectively planned and executed to deadline and to a high quality.

You will need to understand, or be willing to learn about, the political and environmental policy contexts we work in and the state of resources policy and wider environmental legislation in the UK.

Position in the organisation

The role reports to the Head of resources policy and will work closely with other members of the policy team, as well as the communications and politics teams.

Duties and responsibilities

- Research and analysis on policy relating to our themes of work, particularly in our resources theme.
- Produce reports, briefings, articles, blogs, consultation responses and other communications materials to support Green Alliance's policy findings.
- Act as a persuasive advocate of key policies.
- Support relationships with project partners and other stakeholders.
- Manage and support projects and ensure delivery to time, budget and quality.
- Plan and manage meetings, webinars and events to advance the theme's priorities (with Green Alliance's events manager where necessary).
- Build new audiences and alliances for our theme work and help develop new ideas for projects.
- Maintain and update records of important contacts in the field.
- Develop strong relationships with policy makers and other stakeholders.
- Represent Green Alliance externally, including at events and in the media.
- Contribute to Green Alliance being an inclusive workplace through setting a personal objective aligning to our (equity, diversity and inclusion) EDI action plan.
- Work effectively as part of a team and work independently with initiative and drive.
- Any other tasks which may reasonably be requested to be undertaken within the scope of the position.

Key relationships

Internal

- Policy director and other members of SMT
- Theme leads, particularly head of resources
- Project leads, and other analysts, advisers and assistants, including the politics team
- Communications team

External

- Similar roles at sector NGOs
- Civil servants
- Business and industry stakeholders
- Academics

Person specification

Knowledge and experience

Essential:

- **Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together.**
- **Understanding of UK environmental policy and policy processes, preferably around resources policy, or a willingness to develop it**
- **Experience of policy research and analysis; and ability to rapidly synthesise information and make recommendations for a policy audience**
- **Experience in supporting or leading on programme delivery, co-ordination and administration**
- Ability to create engaging, high impact communications tailored for specific audiences
- Affinity for working in a team, and independently when needed, adapting quickly to new opportunities

Desirable:

- Specific expertise in the circular economy, consumption or resource stewardship
- Knowledge of the UK environmental NGO and business sectors
- Experience of working with civil servants, politicians or in Parliament and advocating for specific changes and policy developments

Essential skills and competencies:

- Excellent research, drafting and writing skills
- Confident communication, influencing and advocacy skills
- Good project planning, prioritisation and delivery skills
- Ability to build strong relationships and networks with a wide variety of stakeholders
- Ability to work as part of a team

In your application we'll ask you to provide evidence for how you **meet the key criteria for the role, which are the ones in bold above**. We will assess all aspects of the person specification across the different parts of the recruitment process. If you feel you meet the essential criteria, but not any or all of the desirable criteria, then please still consider applying.

4) How to apply

For your application, we would like you to answer four questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

Application questions

1. Why do you want to work for Green Alliance? Summarise the skills and experience you would bring to the role.
2. Tell us about a topic within resources or climate policy that you are most interested in and why it matters. Summarise one of the key challenges and provide a policy solution to address it.
3. Give an example of when you have worked independently to deliver an output, such as a report or presentation, that had a persuasive effect on its audience.
4. Tell us about an example of a project you helped deliver. How did you manage your time and any stakeholders, and what strategies did you use to overcome any major challenges?

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

To apply:

- Prepare your answers to the four questions above.
- Visit [the vacancies page](#) on our website and select the policy adviser role. Click on "Apply for this job". You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the four application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

5) Terms and conditions

Terms:	This post is advertised as a permanent contract. We are happy to consider flexible working arrangements.
Salary band:	£36,192 - £39,936.
Starting salary:	Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is wheelchair accessible. We support hybrid working; our staff are usually in the office for two days a week. We will provide IT hardware and other equipment needed for working from home; you will need to provide good internet access.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

Staff benefits

We're proud of our staff team and we're committed to Green Alliance being a healthy and rewarding place to work. We offer the following benefits to all our team:

- Flexible working. We support hybrid working with staff expected to be in the office for two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours. We are open to job shares and other forms of flexible working.
- Interest-free travel card or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support where needed.
- Tea and coffee, weekly office fruit delivery. Christmas activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.

- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.
- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering.
- Two additional days' leave for long service, at three years and six years.

6) Next steps

Here is what you can expect after the closing date for applications:

Application Review

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge, and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of Friday 4 September. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

Interviews

Interviews will be held on Wednesday 9 September, in person at our office in Romero House, 55 Westminster Bridge Road, Southwark, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates who are unable to attend in person will be offered an online interview.

Reasonable adjustments

We are committed to making this process inclusive and accessible. Please let us know if you require any adjustments or support to participate fully by emailing Jenny, our Operations director on jbaker@green-alliance.org.uk.