

Hampshire & Isle of Wight Wildlife Trust

JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
Job Title	Policy & Advocacy Officer
Department	Advocacy & Engagement
Responsible To	Policy & Advocacy Manager
Responsible For	N/A
Location	Beechcroft House, Vicarage Lane, Curdridge, Hampshire, SO32 2DP
Level	C
Budgetary Responsibility	This role currently has no direct budget responsibility

2. OVERALL PURPOSE OF JOB
<p>We need to create a wilder Hampshire and a wilder Isle of Wight. To succeed in putting nature in recovery, we need many people on nature's side and taking action - this could be through achieving positive changes to national laws or local policies, or mobilising and empowering local people to act individually or collectively to advocate for nature'. We need policy makers, businesses, farmers, landowners and individuals to help us tip the balance in favour of nature.</p> <p>We are looking for a highly motivated, creative and energetic person with a passion and energy for politics to join our team and help us develop compelling policy solutions and advocacy campaigns to engage, inspire and influence decision makers in the run-up to the 2024 General Election and beyond to ensure nature's recovery is kept at the heart of the public and political conversation. You will play a key role in securing nature's recovery across the two counties and beyond. Our recent campaign, such as our joint Tipner West Campaign with the RSPB successfully mobilised over 30,000 people to take action to oppose a development on legally protected habitats. We are soon launching an advocacy campaign to get legal protections in local and national policy for all our iconic chalk streams.</p> <p>This is an exciting time for nature policy locally and nationally and you will be working to shape incoming policy and how it is delivered on the ground. You will be working to influence the Local Nature Recovery Strategies for Hampshire and the Isle of Wight and driving councils to adopt best practice Biodiversity Net Gain.</p> <p>You will also empower our supporters to take action for nature through our advocacy campaigns and our 'Wilder Campaign Leaders' programme which supports budding campaigners locally.</p> <p>This role sits within the Advocacy & Engagement team and will work with colleagues from across the Trust and beyond, to develop and deliver compelling policy asks to influence our MPs and councillors, and support the development of the Trust's advocacy campaigns to establish the Trust as leading experts and to drive individuals and policy makers to take action for nature.</p>

3. MAIN RESPONSIBILITIES
<p>A. Policy and advocacy development</p> <ul style="list-style-type: none"> • Working closely with the Policy & Advocacy Manager and Director of Advocacy & Engagement to develop and deliver the advocacy strategy and compelling campaign strategies. • Working with the Policy & Advocacy Manager to develop compelling policy asks and advocacy positions based on the analysis of evidence. • Develop advocacy and influencing plans for diverse audiences, including political

audiences, supporters and the wider public using audience mapping, insight and understanding.

- Conducting research and building the Trust's evidence to support the creation of policy positions and asks, and wider advocacy campaigning.
- Identify issues affecting Trust's advocacy and emerging opportunities for promoting the Trust's policy asks to decision makers.
- Work across other teams to identify opportunities to develop targeted advocacy to support the Trust's wider goals.
- Liaise with and collaborate with other Wildlife Trusts and other organisations as appropriate to help build effective partnerships or coalitions to influence decisions.

B. Advocacy delivery

- Produce high quality written materials for the Trusts advocacy and campaigns including reports, briefings, press releases, consultation responses, website content and opinion pieces. Gather and present evidence as needed.
- Develop effective campaigns materials and communication content, working with communications colleagues to deliver this.
- Working closely with the Engagement Officer to further develop a group of local 'Wilder Campaign Leaders' through training and support.
- Ensure staff teams are kept informed of policy and campaigns developments.
- Help to monitor and respond to both local and national consultations on key policies and planning applications – identifying and actioning key opportunities to position the Trust and influence the external environment.
- Plan and organise engagement events, including Parliamentary events, with relevant colleagues and partner organisations/ external speakers where appropriate.

C. Public Affairs

- Manage and coordinate relationships with local political stakeholders, including MPs, councillors, peers, council officers and other relevant political stakeholders.
- Organise visits / face to face engagement opportunities to influence relevant political stakeholders.
- Provide timely and engaging briefings for MPs and others on key policy issues.

D. Miscellaneous

- Participate in team/department and staff meetings, maintain excellent communication with other staff across the Trust and embody a positive culture of sharing and learning.

4. JOB SPECIFICATION / SCOPE OF ROLE

Miscellaneous

- Currently no direct budget responsibility.
- Some weekend and evening work may be required.
- Abide by Trust procedures, policies and legal requirements, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection, and GDPR.
- Follow finance policies, processes and procedures.
- Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims.

- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.

Hampshire & Isle of Wight Wildlife Trust

PERSON SPECIFICATION

Job Title	Policy & Advocacy Officer
Department	Advocacy & Engagement

Below is the list of experience, knowledge, skills and personal qualities desirable for the above role.

Area A EXPERIENCE	
Essential:	
<ul style="list-style-type: none"> • A proven track record of engaging and influencing a range of external audiences. • Sound experience of undertaking research, to support policy analysis and advocacy campaigns. 	
Desirable:	
<ul style="list-style-type: none"> • Demonstratable experience of working with political stakeholders, such as councillors and MPs. • Established experience of local planning policy and planning applications. • Good or some experience of managing volunteers and supporting communities to take action. • Basic experience of using digital and creative tools for campaigns. 	
Area B KNOWLEDGE	
Essential:	
<ul style="list-style-type: none"> • A good understanding of influencing and campaigning methods. • A good understanding of the political processes and routes to influencing local and national policy. • Some basic knowledge of the Wildlife Trust movement's aims and goals. 	
Desirable:	
<ul style="list-style-type: none"> • Good knowledge of current UK political environment and/or current relevant policy e.g., environmental, planning, farming or water. • Sound knowledge of the planning system and application process. • A good understanding of current environmental and conservation issues locally and nationally. 	
Area C QUALIFICATIONS & SKILLS	
Essential:	
<ul style="list-style-type: none"> • A strong ability to analyse information and identify policy and campaign opportunities, messages and actions. • Excellent written and verbal communications skills. • Strong organisational and time management skills. • Good attention to detail. • Right to work in the UK. 	
Desirable:	
<ul style="list-style-type: none"> • An established proficiency with social media and digital communication tools. 	
Area D PERSONAL QUALITIES	

Essential:

- Adaptability within a fast-moving field.
- Ability to work under pressure and to deadlines.
- Creative thinker.
- Ability to work as part of a team.
- Approachable and friendly manner.

Desirable:

- Passion for the environment and wildlife conservation.