Information pack

Senior political adviser

August 2026

Closing date and time: 10am, Thursday 3 September

Interview date: Thursday 10 September (in person)

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.

Demographic monitoring

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunity monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

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 Baker, 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) The role

The role requires a highly skilled individual who will help build on our relationships and networks across Westminster, to deliver ambitious political leadership on a range of issues. The post holder will be responsible for leading advocacy interventions and providing political support to our policy experts, with a focus on Transport and Resources policy.

As a senior political adviser within the politics team, you will also be involved with, and lead on, major projects or themes of work across the political leadership theme (including the All Party Parliamentary Group on the Environment (APPG), which Green Alliance holds the secretariat for), managing and developing key external relationships and supporting the Director of politics as they lead the politics team.

You will need to be an exceptional communicator, adept at bringing people together around a shared vision and have the interpersonal skills to inspire and work across Green Alliance and liaise with our extensive network of partners.

You will be a highly organised, capable multi-tasker with experience managing projects and able to think on your feet, while managing multiple relationships and advocating plans concurrently.

The role entails identifying and leading on opportunities for the UK government to achieve environmental progress and implementing advocacy strategies to secure it. You will have direct access to senior policy makers and environmental leaders, so will need to articulate recommendations succinctly and persuasively.

The role requires excellent understanding of UK political processes (especially in Westminster, parliament and Whitehall) and experience of using it to influence policy effectively. Experience of operating within the system or of working directly with politicians and the media to achieve policy change would be a distinct advantage.

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Position in the Organisation

The senior political adviser will report to the Director of politics and will work closely with Green Alliance's policy and communications teams. You will be required to brief and advise the senior management team regularly and will be involved in task managing politics and policy advisers and analysts, with scope for direct line management responsibilities in the future.

Key tasks and responsibilities

- Lead and support the delivery of Green Alliance projects to influence environmental policy.
- Track issues and analyse their relevance to the organisation's objectives, and the UK's environmental agenda, with a particular focus on our efforts to rebuild the cross-party consensus on the environment.
- Contribute to the implementation of Green Alliance's political strategy and deputise for senior political staff, where necessary.
- Represent Green Alliance at external events, including speaking on panels and webinars, and attending events and conferences.

- Develop and sustain Green Alliance's relationships with decision makers in Westminster and Whitehall and use them to enhance the impact of our work.
- Where relevant, develop and maintain relationships across the environmental sector to maximise impact of our strategic priorities.
- Strengthen and expand Green Alliance's relationships with political journalists in the Westminster lobby and enhance their understanding of environmental issues and the politics around the net zero goal and nature.
- Write (or ghost write) briefings, articles and content on behalf of Green Alliance, and our partners and allies, to effect meaningful policy change in Westminster.
- Build relationships with MPs' and peers' offices to table Written and Oral Questions, provide briefings for debates and evidence sessions, and more, as well as strengthen relations with relevant select committee staff.
- Manage projects efficiently, within budget and to deadlines, including the task management of other team members.
- Initiate new projects and strategically develop existing ones to maximise our impact.
- Lead funding bids for new projects, including setting budgets and work plans, liaising with the Director of politics and Director of strategic partnerships.
- Be an active member of the Green Alliance staff team, contributing to a supportive and inclusive work culture.
- Work effectively as part of a team and work independently with initiative and drive.
- As required, manage consultants or freelancers.
- Any other task which may reasonably be requested to be undertaken within the scope of this post.

Key relationships

Internal

- Director of politics, Director of strategic partnerships and other members of the senior management team.
- Other heads of themes.
- Advisers and analysts.
- Head of communications, comms officer and events and engagement manager.

External

- Environment APPG associate members.
- Key advisers in the main UK political parties.
- Political leads in the UK's main environmental NGOs.

Person specification

Knowledge, experience and skills

Essential:

- **Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together**
- **Excellent understanding of the UK's political landscape and processes, e.g. parliamentary questions, amending legislation, select committee processes, etc.**
- **Detailed understanding of UK environment policy.**
- **Experience of working with a broad range of stakeholders, convening and collaborating while managing competing priorities and beliefs.**
- **Strong ability to manage projects, delivering outcomes to time and budget.**
- A passion for achieving change and experience of successfully influencing policy processes through advocacy and campaigning.
- Ability to manage people, including direct reports, consultants or freelancers and to task manage those contributing to projects.
- Experience of leading programme delivery, co-ordination and administration.
- Experience of writing press releases, quotes and media engagement to secure coverage.
- Direct experience of working with and influencing politicians and political advisers, or senior decision makers, in a political context.
- Ability to collaborate effectively as part of a team, and to work on your own when needed.

Desirable:

- Knowledge of All Party Parliamentary Groups (APPGs) and how they work.
- Commitment to, and familiarity with the complexities of cross sector collaboration.

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. Describe a time when you engaged with a UK political or parliamentary process. What was your role, how did you apply your understanding of both the political landscape and the policy area, and what was the outcome?
3. Tell us about a time you brought together stakeholders with differing priorities or views to collaborate on a shared objective. How did you manage the tensions, and what was the result?
4. Tell us about an example of a project you managed. How did you ensure it was delivered on time and within budget, 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 senior political advisor 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:	£42,748 to £47,436
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 fully 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.
- 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, one at three years and one at 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 the day on **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 **Thursday 11 September, in person at our office on Westminster Bridge Road, London.** Candidates will be asked to complete a task 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.