

Job title:	Senior Policy & External Affairs Manager
Salary:	£48,000 per annum
Reports to:	Director of Policy & Communications
Purpose of job:	An influential role to shape our policy and external affairs ambitions. Leading the policy team to deliver the Strategy, you will build relationships with partners including national and local government, senior academics, ENGOs, funders and landowners. Working closely with communications colleagues, you will cement the BES's reputation as an expert, neutral and respected organisation that brings key stakeholders together to ensure evidence-led policy for biodiversity and climate.
Managing:	Senior Policy Officer, Scotland (and NI) Senior Policy Officer, England Policy Officer, Wales
Key relationships:	The Director of Policy & Communications, Chair of the Policy Committee, Creative Content Manager, Head of Marketing and the Media and Communications Manager

KEY RESPONSIBILITIES

External Affairs

- Maintain an up-to-date map of our stakeholder landscape to ensure networks of influence and audience priorities are understood
- Oversee the quality of external relationships, engaging with specific stakeholders as needed to form strategic alliances
- Align our external affairs work with BES strategic ambition
- Be a lead spokesperson for national media interviews, able to take a brief, ensure that key messages are on brand, and that the BES is able to contribute in a timely manner on topical, controversial and newsworthy topics
- Work with communications colleagues to further our policy impact by creating audience-tailored content to be disseminated across our marketing channels.
- Work with the Head of Marketing to maintain the strength and influence of the BES brand externally across the ecological community, including working with funders and corporates.

Policy

- Identify key areas of policy focus where the BES is able to add value to national conversations around biodiversity and climate
- Track legislation and policies at the devolved, national and international levels and identify opportunities for BES input and influence
- Work with the Director of Policy & Communications and the Creative Content Manager to oversee the production of policy reports at both a national and UK level, working with authors and contributors to deliver expert content that is relevant and accessible to non-scientific audiences
- Co-ordinate the policy team on consultation responses, parliamentary inquiries, policy reports, and other policy documents and meetings.
- Cultivate relationships with SIGs to ensure that the policy team has the latest analysis at their fingertips, and spokespeople to support launches.
- Work with the events team as needed, organising events for ecological and policy audiences, independently and in partnership with other organisations, to foster knowledge exchange and collaboration.

Leadership

- Inspire and mentor the policy team to be their best, with regular 1-2-1s and team meetings. You will lead the team to prioritise work across the three nations, rising to the challenge of responding to opportunities as they arise, and ensuring that we are always working to strategic effect.
- Lead the team in tendering for income-generation opportunities delivering policy expertise to external organisations.
- Work with the team and the Director of Policy & Communications to prepare, manage and monitor the policy budget.
- Working with the Chair, oversee the Policy Committee and devolved nation policy groups.
- Oversee policy and education colleagues' liaison with government agencies across the three nations to organise policy fellowships.

Person specification

Essential

- Excellent networking, liaison and consultation skills and the ability to persuade at a senior level
- Confident, flexible, opportunistic and a quick learner
- An adept communicator, experienced with both proactive and reactive media handling and skilled at maintaining organisational reputation and landing key messages.
- You enjoy leadership and can evidence where you have inspired and led a team to success.

Desirable

- You have an understanding of the structures and workings of the Westminster, Holyrood and Cardiff governments, local authorities and environmental and conservation organisations.
- You have an overview of the international biodiversity and climate policy space.

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Managerial
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Strategic
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Managerial
Resource Planning and Management Planning, using, and managing BES resources effectively	Managerial
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Strategic
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Strategic
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Managerial

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.