

# Senior Policy and External Affairs Manager

We are looking for an engaging and effective individual to join the Policy & Communications directorate in a newly created role. You will lead our policy team, build relationships with key stakeholders, and work with communications colleagues to grow the BES's reputation.

Insightful, you are an expert facilitator and enjoy getting the best out of people, adept at balancing stakeholder interests with an eye on the bigger strategic picture. A trusted advocate, you will enjoy taking ecological evidence to the heart of local and national government to influence for the benefit of biodiversity.

This role will suit a proactive individual who, collaborating with the wider team, can analyse the available evidence and cut to the heart of the matter. You may have worked within government and are adept at reading between the lines and building connections, or perhaps within a policy or external affairs role for a conservation, farming or landowning organisation.



## About us

The British Ecological Society was the first ecology society to be established anywhere in the world. We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries.

Our vision is for nature and people to thrive in a world inspired by ecology. We foster the study of ecology and support the ecological community at all stages of their careers through our journals, meetings, grants, and education and policy work.

## About the role

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.



Reporting to the Director of Policy and Communications, the Senior Policy and External Affairs Manager will:

- 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
- 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
- Co-ordinate the policy team on consultation responses, parliamentary inquiries, policy reports, and other policy documents and meetings.
- 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.
- Working with the Chair, oversee the Policy Committee and devolved nation policy groups.

**A full job description, including person specification and competencies is available [here](#).**

*Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.*



**OUR OFFICE, NEAR ANGEL,  
IS NEXT TO THE BEAUTIFUL  
REGENT'S CANAL**







## BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Flexible/hybrid working and 4-day work week
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Following probation, staff are entitled to:
  - Generous personal training budget
  - Cycle to work scheme
  - Season ticket loan
- & more!

## Hybrid Working and 4-day work week

BES staff are based at least 3 days per week at our office between Old Street and Angel in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, coffee machine, fruit and pastries, and regular social activities.

In June 2024 we made the '4-day Work Week' a permanent working model following a successful trial, which is available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.



An underwater photograph of a whale swimming near the surface of the water. The water is a deep, clear blue, and the whale's dark, sleek body is visible as it moves towards the left. Sunlight filters through the water from the top right, creating shimmering patterns and a bright reflection on the whale's back. The overall mood is serene and majestic.

## Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).



## Further information

**Contract:** Full-time, Permanent

**Salary:** £48,000 per annum (Senior Manager, point 1)

**Working pattern:** Full-time 35hrs Mon-Fri | Staff can opt to work 32hrs over 4 days each week at no loss of salary

**Location:** Hybrid | We ask that staff spend at least 60% of their time at our London office

**Closing date:** 9:00am Monday 12th August 2024

**Interviews:** Will be arranged as applications are received. Interviews will be conducted over Microsoft Teams. We reserve the right to close the vacancy early once we have appointed a suitable candidate.

## How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

