



Policy and Communications Officer

Job description

Fields in Trust protects and champions parks and green spaces in perpetuity across the UK. Established in 1925 we passionately believe parks and green spaces are the beating hearts of our communities with transformational powers to promote access, health and wellbeing, social cohesion and happiness. We work in partnership with landowners to protect their green spaces for good. We also champion and protect our green future at local and national level because the power of parks and green spaces transcends any one government brief and short-term decisions are threatening our longer-term legacy.

We'll give you autonomy, variety and challenge with opportunities to work on campaigns that deliver long term impact, attend events in Parliament and meet senior stakeholders in Government.

We operate from a pleasant, accessible office in Shepherd's Bush, about 300 metres from Central Line and Overground stations (not step free – one step/pavement).

Key focus

This rewarding role will deliver the charity's policy and public affairs activity focussed on the role of green space across environment, planning, health and wellbeing policy. Representing the charity externally and increasing our engagement and influencing opportunities with policymakers and legislators across the UK. With excellent communication abilities and an appetite to develop expert knowledge, the role will be responsible for producing high quality content to ensure the charity's thought-leadership is acted upon by key decision makers.

Key deliverables

1. Regular monitoring of relevant legislation and political activity and develop and execute plans that influence policy development.
2. Develop evidence-based policy solutions and thought-provoking content about the value and role of green space in promoting better health outcomes, levelling up access to nature and protecting the long-term future of the environment.
3. Network, liaise with and lobby decision makers and stakeholders externally to carry out policy advocacy and engagement.

Key activities

Effecting policy change

- Horizon scan, research and seek out new opportunities to develop knowledge and skills in order to produce high quality content and insight.



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- Work closely with the Research and Policy Team to assess opportunities for commissioning new qualitative or quantitative research to support policy development.
- Respond to relevant public consultations. This will include gathering insight and drafting responses in collaboration with the team and with Trustees who have relevant expertise.

Communicating with others

- Draft evidence-based policy briefings, position papers and reports to inform external policy discussions.
- Proactively identify platforms and opportunities to reach relevant audiences and position Fields in Trust as a thought leader.
- Work closely with the Marketing and Communications team to agree key messaging and effective dissemination plans for policy and research work.
- Draft content including blogs, comment pieces, articles and contribute to press releases in line with organisational messaging and tone of voice.
- Liaise with the Projects and Stewardship team to ensure our internal policies, procedures and guidelines for operational delivery are reflective of the external landscape.

Building effective relationships with stakeholders

- Collaborate with the wider sector and build alliances and coalitions where appropriate to maximise and strengthen our approach to leverage impact.
- Build effective relationships with external stakeholders including government officials, elected members and other key sector leaders.
- Represent Fields in Trust on key external facing groups including national coalitions, industry and policy forums; communicating our key messages and policy positions to inform debates.
- Identify and engage elected officials and influencers we want to work with locally and nationally, working with colleagues to activate and grow our Parks Protector Pledge cohort of elected representatives.

Reporting

The role reports to the Research and Policy Manager with a dotted line to the Head of Marketing and Communications.



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Person Specification

Criteria	Essential/ desirable
Qualification	
Degree in Politics, Social Policy, Public Affairs, Political or Environmental Science or a related field. Alternatively significant work experience in a relevant role.	E
Experience	
Undertaking a thorough research process to gather data and information and evaluate options and recommend policy solutions	E
Ability to understand and interpret both quantitative and qualitative evidence and synthesise evidence to identify policy solutions	E
Experience using political and press monitoring tools such as Polimonitor	D
Knowledge	
In-depth understanding of UK-wide, devolved and local political institutions and policymaking processes	E
Subject matter knowledge of either Planning, environment, climate, Health and wellbeing sectors	D
Skills	
Able to produce high quality written work for a range of audiences and excellent verbal communication skills to communicate complex issues concisely to stakeholders.	E
Ability to produce high quality briefings in timely fashion, underpinned by evidence	E
Able to learn and synthesize information from external networks in order to formulate policy positions	E
Able to confidently and credibly represent Fields in Trust in order to influence others appropriately	E
Experienced and competent user of Microsoft Office 365	E
Key attributes	
<p>Able to work collaboratively</p> <p>Excellent organisational skills, methodical and accurate</p> <p>Flexible with ability to use own initiative</p> <p>Appetite to develop expert knowledge in particular policy areas</p> <p>Interest in the third sector and the aims and ambitions of Fields in Trust</p>	



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Contracted Hours and Salary:

Role is 0.8 FTE (28 hours per week)

Salary £32-£35k pro rata

Employee Benefits:

- Annual leave 25 days plus bank holidays and discretionary close over Christmas
- Additional annual leave day accrued for every year of service up to a total of 30 days (plus bank holidays)
- Season ticket loan
- Group pension scheme with matched employer contributions up to 5% salary
- Death in service benefit
- Also support to ensure accessible working and training budget for staff CPD
- 2 volunteering days per year