

Job Description and Person Specification

Green New Deal UK researcher and organiser - Purpose of the role

Working closely with the UK Green New Deal Group (i.e. the 9 founders of the Green New Deal), with Caroline's small team at Westminster, and others involved in taking the concept forward to building political support for bold Green New Deal asks in Parliament and in/around the NGO community, and to ensure the principles of the Green New Deal are retained and actively promoted.

Salary:	<i>£30,990</i>
Hours:	<i>37.5</i>
Job type:	<i>One year contract in the first instance</i>
Location:	<i>House of Commons</i>
Key relationships:	<i>Senior Parliamentary Researcher (Energy, Climate and Environment)</i>

Application process:

Applications to be submitted by 12 noon on 23rd April 2019 and interviews to be held the week of 29th April. Please email your completed application form to admin@greennewdeal.org.uk

Principal Roles and Responsibilities

- Provide administrative support to the UK Green New Deal Founding Group and keep founding members informed about the latest political and other developments
- Identify and prepare for cross party parliamentary opportunities to promote the Green New Deal.
- Ensure the MP's work on the Green New Deal is joined up with that of other related initiatives.
- Ensure that political initiatives in support of the Green New Deal are connected with, and informed and shaped by efforts to build grassroots support for a UK Green New Deal programme.
- Build relationships with think tanks, NGOs, community projects, individuals who are working towards the delivery of a Green New Deal for the UK.
- Help facilitate collaboration across civil society groups/movements, non-governmental organisations, think tanks etc in relation to a UK Green New Deal.
- Work with other research staff to prepare briefings, often at very short notice.
- Research and write speeches.
- Prepare the MP for Green New Deal meetings, including advising on strategic direction and ensuring papers etc are all provided.
- Research and write articles, comment pieces and social media content
- Contribute to monitoring news and related developments, with a view to identifying communications opportunities

- Oversee the renewal of the current Green New Deal website set up by the Founding Group and ensure it is kept up to date.
- Carry out policy research that will contribute to ensuring the Green New Deal is radical and cutting edge.
- Monitor related UK Government policy, that of other political parties and EU policy.
- Help ensure that the UK Green New Deal remains equally focussed on job creation, just transition, community ownership, the decarbonisation of the economy and environmental restoration and protection
- Make links with politicians and civil society representatives across the EU to collaborate on promoting the concept of a Green New Deal more widely.
- Monitor the development of the US Green New Deal initiative, with the purpose of learning and applying any lessons to the UK context.
- Support Green New Deal related campaign activity.

Person Specification

	Attribute	Essential/desirable
Experience	At least 2 years' experience of working strategically in a related policy or political context.	Essential
	At least 2 years' experience of communications in a political environment	Desirable
	At least 2 years' experience of writing policy briefings and carrying out research	Desirable
Skills/abilities	Proactive, decisive and well organised, with the ability to meet tight deadlines	Essential
	Excellent written and oral communication skills	Essential
	Ability to predict and monitor news cycles with a view to identifying opportunities	Desirable
	Strong political antennae and knowledge of the political landscape	Essential
	Ability to write copy fast, accurately and accessibly	Essential
	Ability to manage multiple priorities and switch focus at short notice	Essential
	Strong team skills and the ability to develop good working relationships	Essential
	Ability to thrive working under pressure and meet the demands of a fast moving	Essential

	office and organisation	
	Confident to interact with politicians, senior staff etc	Essential
Knowledge	Understanding of the current political climate and Caroline Lucas' role within it	Essential
	Excellent understanding of climate change, energy and green economic issues	Essential
	Strong relationships with relevant organisations and campaigns	Desirable
	Good IT skills	Essential
	Understanding of the EU policy framework and institutions	Desirable
Personal attitudes	A genuine commitment to the aims and policies of the Green New Deal	Essential
	Trustworthy and reliable – a safe pair of hands for confidential information	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities	Essential