

## The National Association for AONBs Role Description

<b>Title</b>	Policy and Advocacy Manager
<b>Salary</b>	£32,225 (pro-rata)
<b>Hours</b>	30 hours/week and permanent contract
<b>Location</b>	Homeworking, but office or shared space working may be negotiable
<b>Responsible to</b>	Chief Executive
<b>Responsible for</b>	
<p><b>Key contacts</b></p> <ul style="list-style-type: none"> <li>NAAONB Chief Executive</li> <li>NAAONB Chairman and Board of Trustees</li> <li>NAAONB Staff team</li> <li>UK AONB Teams</li> <li>UK and Devolved Government Officials</li> <li>UK Environment Non-Governmental Organisations</li> </ul>	
<p><b>Purpose</b></p> <p>Help to maintain and grow the NAAONB as an influential expert on issues affecting the delivery of designated landscape purposes within the UK. To further the Association's mission of developing a network of ambitious AONB partnerships with a strong collective voice and a positive impact on the places for which they care, by:</p> <ul style="list-style-type: none"> <li>• Driving forward the Association's policy work in line with its strategy, spotting opportunities to put landscape at the heart of environmental policy development and delivery.</li> <li>• Advocating the NAAONB's policies to increase impact and raise awareness of our activities across the UK.</li> <li>• Establishing and overseeing a contemporary evidence base for landscape and its role in nature, climate, and well-being.</li> </ul>	
<p><b>Main duties</b></p> <ul style="list-style-type: none"> <li>• Coordinate, design, and deliver policy development, research activity and projects, alongside ad hoc analysis on policy areas relating to the Association's aims for landscape, nature, climate and well-being.</li> </ul>	

- Maintain an overview of policy developments which impact on landscape and natural beauty, to advise the Association on potential policy positions, opportunities, and actions.
- Produce high-level policy statements, briefing papers and other documents for internal and external audiences, to include responding to consultations and evidence submissions and sessions at Parliament.
- Develop and foster effective relationships with colleagues, including our members and other external stakeholders and networks, to share knowledge and collaborate in the development of evidence-based policy positions and research proposals.
- Convene working group meetings on-line and face-to-face to shape and share policy, providing updates on key policy changes and consulting on policy proposals.
- Pro-actively identify and support the advocacy needs of the Association, encouraging external decision-makers to take positive decisions for landscape.
- Ensure that your policy recommendations inform national advocacy and local delivery alongside the Communications Manager, overseen and supported by the Chief Executive.
- Regularly write, edit, comment and produce easy digests of policy developments and research for the Association's website, blog posts, articles, briefings, and social media.
- Contribute to the development of the NAAONB as the leading voice on designated landscapes in the UK.

#### **Person specification**

- We welcome applicants from a broad range of experience and backgrounds.
- A commitment to personal growth and learning.
- Has a team ethos, with a drive to collaborate across broad networks.
- A self-starter who is flexible and adaptive, yet structured and organised.
- Very capable communicator across diverse groups, verbally and in writing.
- Ability to think about and shape the future, but also comfortable with detail and evidence.
- Adept at reacting to a fast-changing policy landscape but able to take a long-term view of delivery.

#### **Essential**

- Experience in policy development and advocacy.
- Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information.
- Strong interpersonal skills, capable of taking responsibility for managing relationships with key partners, stakeholders and policy makers.
- Strong communications and presentation skills, both written and oral, with experience of communicating complex issues to diverse audiences
- Ability to work as part of a small team while also working independently, using own initiative and developing ideas
- Effective facilitation and collaboration, using relevant tools and technology, online and face-to-face.
- Ability to prioritise work and meet tight deadlines

**Desirable**

- Policy experience in designated landscapes, nature, climate or the environment.
- Strategic thinking and ability to see the 'big picture' in respect of the wider landscape policy
- Experience working in and/or with NGO coalitions or networks
- Project, contract or research management experience

**Selection Process**

- The National Association for AONBs is passionate about investing in growing the talent of its staff and the wider AONB Family.
- We will appraise all applications against the Essential and Desirable criteria for this post.
- All shortlisted candidates will be asked to undertake a psychometric test prior to attending an interview to be held in London.
- All shortlisted candidates, whether they are successful in securing the role or not, will receive a detailed report on the results of the psychometric test.