

Job Description

Job Title: Policy Executive
Reports to: EIC Executive Director

Summary of role

The EIC is the main trade association for companies that are delivering environmental progress. The role involves working within the policy team of the Environmental Industries Commission (EIC). While the role is focused on environmental policy, the successful candidate will have the opportunity to proactively engage with broader ACE Group activities and, as such, will gain a wide range of skills.

- Assist with the development of policy papers and positions to support EIC's lobbying activities and build relationships externally;
- Be responsible for sector specific committees on waste management, energy efficiency, water and natural capital, while also having some involvement with EIC work on air quality and contaminated land. Responsibility for day-to-day management of the All-Party Parliamentary Group on Air Pollution.
- Contribute to the communications eg helping with developing media positions and member communications.
- Provide support to the EIC team on admin, events and other corporate matters as needed.

Responsibilities

- Ensure that EIC keeps abreast of and ahead of political changes and identify the key priorities facing members' businesses. Lead on EIC's government consultation responses
- Assist in the development of policy positions through contributing to the creation of policy papers and external engagement;
- Ensure that EIC committees remain proactive and their lobbying output is closely tied to member interests;
- Develop effective relationships with other professional, industry, political and third sector bodies;
- Support the delivery of EIC's public affairs agenda;
- Deliver programme of work associated with the All-Party Parliamentary Group on Air Pollution.

Person specification

- A degree or equivalent (Essential) in a relevant subject (Desirable);
- Strong interest in UK politics and environmental issues (Essential);
- Strong interpersonal, influencing and communication skills, including strong written English and the ability to work effectively with a wide range of stakeholders (Essential);
- Ability to develop and deliver presentations (Desirable);
- Ability to organise, prioritise and schedule work assignments (Essential);
- Ability to work in a team and to manage own workload (Essential);
- Self-starter with a can-do attitude (Essential).

Please send CV with covering letter to recruitment@acenet.co.uk