



The
Wildlife
Trusts

PUBLIC AFFAIRS AND WATER POLICY OFFICER

RECRUITMENT PACK

Salary: up to £36,380

Location: This role is predominantly home-based with regular travel to locations across the UK specifically London. Office facilities are available at our Newark office (Tuesdays to Thursdays) for those within easy travelling distance.

Benefits: Private medical insurance, staff Electric vehicle scheme, cycle to work scheme, generous pension and annual leave entitlement.

Hours: 35 hours per week

Permanent contract.

Royal Society of Wildlife Trusts
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About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 945,000 members, over 33,000 volunteers, 4,100 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

The post will support the Head of Public Affairs in helping the Wildlife Trust movement make arguments and develop relationships with parliamentarians in order to influence policy in Westminster, to the benefit of nature recovery. You will work with policy, campaigning, and communications colleagues to build support for The Wildlife Trusts' advocacy priorities, including work on water policy.

You will have an understanding of the legislative process and parliamentary procedures and will have the ability to communicate detailed policies in a compelling and persuasive way, especially in written form. Experience of and a proven track record of working with politicians is advantageous, as is experience of supporting successful advocacy campaigns and fronting policies and programmes. You should feel comfortable with policy work as well as parliamentary advocacy, any past experience of water policy will be particularly useful.



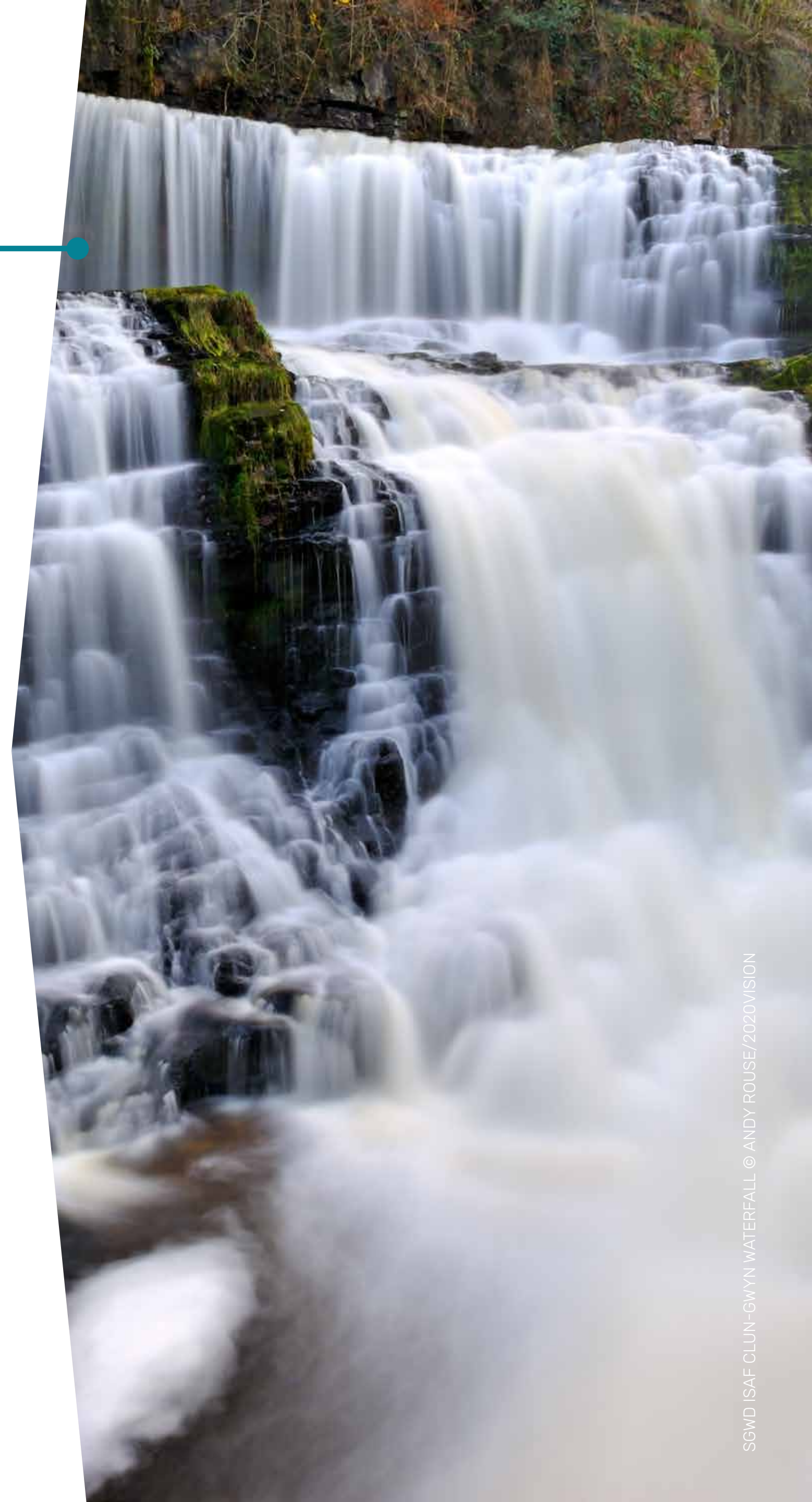
The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. We are passionate in promoting our aims, and we pride ourselves on being inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and, as a Disability Confident employer, we are committed to fostering an inclusive, equitable, and welcoming recruitment experience for all applicants. Applicants with disabilities and from ethnic minority backgrounds, will be considered for the next stage of the selection process should they meet all the minimum criteria for the role outlined in the person specification detailed as essential criteria in the recruitment pack.

As part of our Disability Confident Scheme, RSWT offers an interview to a fair and proportionate number of applicants with disabilities and therefore not all applicants with disabilities would be entitled to an interview as they must still satisfy the minimum requirements for the job. This commitment is designed to help reduce barriers and promote equal opportunity. We actively work to remove barriers throughout the recruitment journey and are dedicated to creating an accessible and supportive recruitment experience by offering reasonable adjustments at every stage of the recruitment process, as well as within the workplace. If you would benefit from any adjustments to support you during your application or interview process, please let us know and we will be pleased to put the appropriate support in place.

At RSWT, we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy. Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.



Job Description – Overall Purpose of the job

- To build support in Westminster for The Wildlife Trusts' policies to address nature's decline. This will include, but is not limited to, drafting compelling and persuasive policy briefings, keeping track of the latest developments in Westminster, and forming strong relationships with colleagues across the NGO sector.
- Develop parliamentary briefings on priority issues to help effectively promote The Wildlife Trusts' policies to parliamentarians and key influencers.
- Support Wildlife Trusts with local engagement with MPs, including MP visits to Trusts
- Develop strong relationships with key influencers in Westminster and NGO colleagues
- Provide support for public affairs events in Parliament and Party Conferences
- Manage and share our parliamentary monitoring service
- Maintain our contact list of parliamentarians and government contacts.

Job Description – Overall Purpose of the job

- Working closely with The Wildlife Trust policy team. The role has one specific policy responsibility, to support the Water Policy Manager (who sits in the Public Affairs team) with developing and advocating for strong policy proposals as the Water Bill progresses through Westminster.
- Support the Head of Public Affairs work with the Communications and Campaigns teams to develop public affairs comms and campaigning content.
- Support the Water Policy Manager with written work and liaison around the new Water Bill and subsequent water policy.

Job Description – Main responsibilities

- Working as part of the Public Affairs team to ensure that The Wildlife Trusts establishes and champions a clear narrative on the delivery of the Government's environmental ambitions.
- Working as part of the Public Affairs team to support the development and advocacy of water policy proposals.
- To build capacity within The Wildlife Trusts for our key policy asks on environmental policy and legislation.
- Provide support and guidance to individual Wildlife Trusts who are engaging with MPs and Local Authorities.
- To monitor our parliamentary monitoring service.
- Ensure that the Trusts have a bold and confident voice at local and national elections.

To monitor policy developments and identify opportunities for influencing by:

- Ensuring policy developments are tracked and the relevant people within The Wildlife Trusts alerted to potential opportunities, demonstrate creative thinking around different ways to influence policy development.
- Identifying issues affecting The Wildlife Trusts' campaigns and emerging opportunities for promoting The Wildlife Trusts' policies.

Job Description – Main responsibilities

To show leadership within The Wildlife Trusts as a whole

- ▢ Contributing to efforts to build and develop The Wildlife Trusts' human potential in relation to advocacy.

General – working as part of a dynamic team

- ▢ Manage the administration for internal working groups and stakeholder forums which inform the team's policy and advocacy work, including organising venues and other relevant requirements.

Other responsibilities

- ▢ The role will require travel and possible overnight stays at conferences and occasional evening meetings.
- ▢ In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post and any other reasonable duties required.
- ▢ All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

Person Specification

Essential

- Key Competencies:
 - **Communication:** Communicates clearly and confidently, adapting style for different audiences. **App, A, I**
 - **Relationship building:** Builds credible relationships with parliamentarians and colleagues across the Wildlife Trusts federation, using tact, diplomacy and emotional intelligence. **App, I**
 - **Analysis and interpretation:** Uses evidence to build compelling arguments for change and looks for weaknesses and evidence flaws in the positions of others. **App, I**
 - **Adaptability & resilience:** Deals with high pressure situations and periods of high workload and is not intimidated by advocacy failure or proximity to power. **I**
- Experience:
 - **Relevant sector experience:** Including proven experience of working in the Westminster Parliament, or work to influence Parliamentarians. **App, I**
- Technical Knowledge and Skills:
 - **Excellent written communication skills:** Including the ability to write clear and compelling text at speed, covering complicated topics. **App, A, I**
 - **Research skills:** Including analysing and interpreting data and information from a range of sources in order to make compelling recommendations for action. **App, I**



Person Specification

Desirable

- Key competencies:
 - **Planning:** Balances competing objectives and has sound judgement as to what prioritisation of tasks will lead to the best outcomes.
 - **Commitment:** Personally committed to nature restoration and to Wildlife Trust objectives. Recognises Wildlife Trust values, including political impartiality.
- Experience :
 - **Relevant role experience:** Experience of delivering successful advocacy campaigns to advance environmental policies.
- Technical knowledge and skills :
 - **Professional practice:** Keeps knowledge up to date and demonstrates an awareness of environmental policy, especially water policy and recent legislation in this area.
 - **Policy and legislation:** Has a sound understanding of Parliamentary process.



Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme
- Cycle to Work Scheme

Closing date for applications: 12th July 2026
First interview: : 21st & 22nd July (Online Interview)
Second interview: 29th July (Online Interview)