

Policy Development Manager

Job Description and Person Specification

In the last five years, the Green Party has increased its number of councillors five-fold, is running councils covering a population of 6.6 million people, has elected four MPs and secured a record number of votes at the General Election in England and Wales. This was achieved through discipline and focus in the delivery of an effective strategy across a number of years.

The next few years will see many more opportunities to grow the Green share of the vote and more elected Greens at council, Senedd, London, mayor, Police and Crime Commissioner and General Elections. To achieve this aim, the party will need policy that meets the political needs at each election.

The new Policy Development Manager role will support the party through managing a small team to work with our many members in the party's policy development community, including the volunteers that make up the party's Policy Development Committee, to ensure the Green Party has cutting edge policy suitable for the current political environment and work to develop manifestos for elections.

The Green Party's Policy Development Manager will be a networker and collaborator first and foremost and will facilitate bringing the best in policy thinking to the party's policy development. You will find working with others to be energising and will naturally want to help bring out the best in everyone so that the party's manifestos serve the needs of the public and the party's ultimate goal of creating a fairer and greener society for everyone.

Salary:	£42,417 to £52,174 (points 25 to 36 on the Green Party payscale)
Hours:	Full time with part time negotiation possible (GPEW hours are 35 hours per week).
Job type:	Permanent
Location:	Hybrid – home-working with some London office work required
Line manager:	Chief Executive Officer

Application process:

Please apply via the Applied recruitment platform [here](#):

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

Principal Roles and Responsibilities

1. Lead collaboration with the party's rich policy development community to develop policy to support the party's growth at future elections.
2. Work with the Party Executive's Policy Coordinator to support the development of volunteer policy teams and policy working groups to ensure a thriving policy development community.
3. Engage party members, elected Greens and target Green candidates in the development of party policy. This will often involve working closely with the Policy Development Committee.
4. Maintain a priority list for the review of policy overall and identify routes to propose policy development where there are no volunteer working groups.
5. Assist the Policy Development Committee in reviews of old chapters that may be superseded by newer and more relevant policy.
6. Liaise with NGOs and think tanks to seek the very best policy innovation that is in line with Green Party principles.
7. Lead on the Green Party's General Election manifesto development alongside Party Executive members and stakeholders and support getting the manifesto adopted in the party's decision-making structure.
8. Liaise with Wales Green Party policy volunteers to support the development of the Senedd election manifesto production.
9. Manage, develop and empower a small number of staff – the Policy Officer and Local Government Policy Officer and support them to develop manifesto development toolkits for local government, mayor and PCC elections
10. Ensure manifestos are translated to Welsh where they will be shared in Wales.
11. Commission polling and bespoke research as part of our policy development programme each year.
12. Support the Policy Festival policy development event and Green Party conference in their role in policy development and approval.
13. Work with the party's Digital team member responsible for the party's policy development platform, ensuring it meets user needs in policy development.
14. Produce policy consideration papers to enable members to review potential policy proposals.
15. Participate in and support selected projects from time to time commensurate with the role.

Person Specification

In your written application please give evidence or examples to show that you meet the criteria below.

Attribute	
Skills required	Collaborative leadership in a project management environment
	Strong understanding of what makes effective political policy

	Experience in leading the communication of complex policy aims and broader thought leadership through clear and compelling materials and argument
	Process and analyse complex information, data, policy concepts and scientific evidence, presenting them simply and compellingly
	Strong interpersonal, negotiation and diplomacy skills
	Experience of development and management of staff and volunteers at scale.
	Ability to communicate concisely, with precision and with clarity in visual, written and verbal form.
	Ability to lead within a complex consensus-based decision-making culture and able to manage competing proactive and reactive needs whilst delivering results.
	Resilient and able to prioritise a high workload
Knowledge	Deep understanding of government at national and local levels
Personal attitudes	Extremely motivated to see the Green Party succeed
	Committed to excellence
Personal circumstances	Eligible to work in the UK
	Not a member of another political party in England or Wales

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.

5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.