

<b>Post:</b>	<b>Policy Fellow – 2 Positions Available</b>
<b>Location:</b>	Applications are open to candidates based in the UK or Germany. The position is remote but with options for coworking with colleagues and in-person team gatherings roughly every 8 weeks. Travel for business is also to be expected.
<b>Salary:</b>	ELN Grade C (£42,072.37 to £47,353.25)
<b>Contract:</b>	Full-time; 37.5-hours per week (opportunities for flexible working considered)
<b>Reports to:</b>	Policy & Research Director
<b>Direct Reports:</b>	None, although some Policy Fellows will provide supervision and/or support for Research Assistants, Interns and/or ELN volunteers.

## **Purpose of Role:**

To help ensure that ELN is influential and effective in building better security for Europe. Our Policy Fellows, working on specific policy areas, undertake research and develop pragmatic policy solutions to tackle the gravest risks to European security in the areas where we can make the greatest difference.

The Policy Fellow role plays a key part in building ELN's influence by using our policy development to inform government decision-making, publications, events, public relations work and mobilisation of our networks. The job requires high levels of policy acumen and knowledge as well as the ability to identify pragmatic solutions and communicate these effectively.

**The ELN core interest is in nuclear risk reduction and key research themes include nuclear arms control, disarmament, non-proliferation (including Iran), the impact of emerging and disruptive technologies on nuclear risk and Russia/West strategic risk. Policy fellows should be able to offer significant relevant expertise or experience in at least one of these fields.**

## **Accountabilities:**

The key accountabilities of the post holder will be:

- Pragmatic, real world policy solutions that are underpinned by high-quality, robust research.
- Articulate and well-written policy briefings, publications and articles that further ELN's aims and reputation.
- Effective reach on policy work delivered through a range of government contacts, networks and media channels.
- Excellent, well-managed relationships that enhance ELN's ability to influence and shape global security policy.
- Our networks of leaders are engaged and active in our policy agenda.
- Individual research / policy projects meet their objectives within budget and agreed timescales.

## **Responsibilities:**

*These responsibilities indicate the range of activities that the post holder may be responsible for, rather than an expectation that any one person would cover all these activities at once.*

### **Strategy and Development**

- To contribute to the development and delivery of ELN's overall mission and strategy through development of well-evidenced research and policy.
- Lead the development and implementation of specific policy areas or themes.
- Contribute to future ELN strategy and plans by identifying future development areas.

### **Management of People and Resources**

- Help contribute to a positive and inclusive culture across the organisation by ensuring policy work is aligned to the aims and values of ELN.

- Ensure alignment between our policy work and ELN's strategy and operating plans – enabling the team to have a clear understanding of how they contribute to ELN's mission and vision.
- Assist in the supervision of interns and/or volunteers (as agreed) within the team effectively providing coaching, 1-2-1s, support and performance management in line with the organisation's performance framework.
- Contribute to fundraising activities within agreed policy areas, projects or programmes of work.

### ***Delivery***

- Scrutinise emerging policy developments and assess their likely impact on ELN and our broader interest in European security.
- Monitor international news and events relevant to their strategic priorities and projects and highlight key developments and news hooks to the impact team.
- Conduct research and analysis (primary and secondary) related to the core themes in our strategy and policy agenda.
- Design interventions and potential policy solutions on the basis of research and analysis to maximise real world policy impact.
- Identify and nurture opportunities for network members to be involved in the delivery and execution of policy.
- Draft policy briefing papers in English to a high quality, publishable standard.
- Regularly publish comment pieces on the ELN website and in other prominent outlets / media channels.
- Input and contribute to drafting speeches and presentations and representing ELN at conferences and meetings.
- Undertake media activity, outreach and brief journalists on issues related to our policy agenda.
- Help to organise and manage events, conferences and overseas high-level delegation visits, with a focus on designing the event objectives, agenda and suggested speakers.
- Manage projects and budgets linked to policy areas as agreed with the Policy & Research Director.
- Contribute, where agreed, to the drafting of grant applications and reports.
- Participate, as a representative of ELN, in international working groups, committees and partnerships to contribute to the development of global security policy.

### ***Governance and Risk***

- Ensure compliance within our policy and influencing work with relevant legislation, policies and good practice, including around Health and Safety, data protection etc.

### ***Stakeholders***

- Establish and nurture positive and productive relationships with key stakeholders within governments, political institutions, thinktanks and academia – using these partnerships to build the capacity and influence of ELN.
- Undertake outreach to government, journalists and other media contacts to further policy outcomes and impact.
- Gather insights and intelligence from our network and wider contacts to support the development and delivery of ELN policy work.
- Contribute to, and help maintain, a database of international policy and public affairs contacts and help to ensure they are managed and monitored effectively.
- Provide support in managing relationships with (current and potential) funders and commercial partners, where required.

### ***Other***

- Attend team meetings and other activities as required, including the potential for international travel where necessary.
- Be an enthusiastic advocate for our values.
- Be administratively self-supporting, e.g. take care of own diary management, schedule meetings, take notes of meetings, process own expenses.
- Maintain own professional networks and promote ELN on a local and national level.
- Undertake any other duties and responsibilities commensurate with the post.

## **Applicant requirements and how to apply**

**Deadline: Friday, 19 May 2023**

Please see [\[attached .pdf / our website careers page\]](#) for the full person specification, detailing the essential and desirable experience for the position, and expanding on the position’s responsibilities and accountabilities.

- To apply, please email your CV and a short cover letter detailing your relevant experience to: [charissef@europeanleadershipnetwork.org](mailto:charissef@europeanleadershipnetwork.org).
- The position is open to applicants with permit to work in the UK or Germany.
- ELN are committed to creating a diverse environment and becoming an equal opportunity employer. Therefore, all qualified applicants will receive consideration for employment.
- For more information on the European Leadership Network, please visit our website at [www.europeanleadershipnetwork.org](http://www.europeanleadershipnetwork.org)

## Person Specification:

	Essential	Desirable
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Substantial experience of working within a policy / public affairs environment.</li> <li>• Working or volunteering within the field of international security / disarmament.</li> <li>• Undertaking detailed, robust primary research.</li> <li>• Gathering insight and intelligence from stakeholders and using this to inform the development of policy.</li> <li>• Contributing to the development of policy, ideally in an international context.</li> <li>• Educated to postgraduate level and can demonstrate Masters-level degree or equivalent experience.</li> <li>• Qualification or experience relevant to the role i.e. international affairs, arms control, emerging technologies, non-proliferation, Russia/West</li> <li>• Evidence of continual professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a thinktank, government or civil service policy environment.</li> <li>• Aligning policy development work to organisational strategy.</li> <li>• Managing projects or programmes of work.</li> <li>• Educated to postgraduate research level and can demonstrate Doctorate-level qualification or equivalent experience.</li> </ul>

**KNOWLEDGE,  
SKILLS &  
ABILITIES**

- Detailed knowledge and understanding of issues related to international security and nuclear risk.
- Good knowledge of effective research, policy development and influencing with recent experience of creating change as a result of policy work.
- Excellent writing skills and experience of applying these in creating policy, guidance, reports and funding bids.
- Strong IT and digital skills – including MS Office and digital communication tools.
- Ability to analyse complex information and issues and draw inferences from them relevant to the audience.
- Excellent interpersonal skills.
- Excellent organisational skills – the ability to work on own initiative and prioritise workload.
- Good attention to detail and able to produce work with a high-level of accuracy.

- Effective public speaker, with the ability to create a rapport with a range of different audiences.
- Strong data analysis and management information skills.

**VALUES &  
ATTITUDE**

- A demonstrable commitment to ELN's values.
- Strong commitment to, and understanding of the principles of equality, diversity and inclusion.
- Able, and willing, to take a collaborative approach to work placing the organisation's goals and needs at the forefront of decision-making.