



## **Policy and Campaigns Officer**

**Hours: Full time, 35 hours per week (3 year contract)**

**Location: London SE1 with flexibility to work partly from home**

**Salary: £30,000**

We have a vacancy in our small but influential team campaigning on aviation's impacts for people and the environment.

AEF provides a respected voice for people impacted by - or concerned about - aircraft noise and the impact of flying on climate change. We work with policy-makers, politicians, NGOs, environmental organisations and the UN to make the case for effective environmental regulation and management of the aviation sector. We shine a light on false claims and advocate for real solutions including the need for behaviour change (less flying) and new technologies. Our current campaigns include challenging airport expansion, exposing the problems associated with 'Sustainable Aviation Fuels', and tackling the impacts of noise from light aircraft and business jets. AEF is a not-for-profit organisation funded partly by charitable trusts and philanthropic organisations, and partly by our membership, which includes community organisations and individuals from across the UK.

We are seeking to recruit a Policy and Campaigns Officer to support our campaigns and help develop ideas for new grant proposals. The successful candidate will join a friendly team who work largely from home, with an office base at London Bridge. The ability to join staff meetings in London at least one day a week would be an advantage and the option is always available to work at the office on additional days.

### Job description

Tasks will include:

- Contributing to delivery of AEF's campaigns and wider work programme, and helping to ensure our messages land with the right audiences
- Helping to produce material for the AEF website and external audiences
- Supporting our media and political work by monitoring political debates and media trends, helping to prepare briefings and media releases and - in time - building and maintaining relationships with journalists, MPs and select committees
- Providing support for (a) the Aviation Noise Communities Forum (an organisation that falls under AEF's umbrella) and (b) the 'No Airport Expansion' campaign, including taking meeting notes and helping to prepare written materials

- Working with our Communications and Admin Officer to help develop AEF's communications strategy and maintain the media and contacts database
- Responding to general enquiries from the public
- Contributing to discussions about new projects and proposals for funding
- Drafting and sending out regular summaries of aviation/environment media stories
- Ad-hoc administrative tasks as required

### Person specification

The candidate must be able to demonstrate:

- Enthusiasm for our work and objectives
- A good understanding of - and interest in - UK environmental policy, whether gained through professional experience, academic study, or voluntary political or campaign activity
- Ability to analyse complex, technical issues
- Excellent communication skills and writing ability
- Networking skills, and the ability to proactively build good working relationships internally and externally
- A proven ability to work to deadlines, to show initiative, and to prioritise and manage tasks independently
- Willingness to work flexibly as part of a team and ability to remain calm, effective and positive even when under pressure

The following would be advantageous but are not essential:

- Professional experience in an environmental policy, communications or campaigning role
- A degree, or higher qualification, in a relevant subject (such as, but not limited to, science or politics)
- Experience of a membership organisation and/or of supporting community groups
- Experience in communicating challenging messages creatively and effectively
- Experience of Wordpress and social media in a professional context

### How to apply

Please send your CV to [info@aef.org.uk](mailto:info@aef.org.uk) by 23.59pm on 19th November 2023, together with the completed declaration (see attachment) and a covering letter setting out how you meet each of the criteria listed in the person specification, using examples from any paid, voluntary or other activities you have undertaken. **Please note that we are unable to accept CV applications without a detailed covering letter addressing the essential criteria and the completed declaration.**

We anticipate holding first interviews in the week commencing 27th November 2023, with second interviews being held in person in early December.

If you have any questions, please email [info@aef.org.uk](mailto:info@aef.org.uk) and a member of staff will be pleased to contact you as soon as possible during normal office hours.