



Policy Manager

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

Location: London SE1 with flexibility to work partly from home

Salary: £39,500 - £51,750 per annum depending on experience

We're looking for an experienced and enthusiastic policy person to play a key role in our small but influential team campaigning on aviation's impacts for people and the environment.

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 provide a widely-respected voice for people impacted by – or concerned about – aircraft noise and the impact of flying on climate change, and we work with policy-makers, politicians, environmental organisations and the UN making the case for measures to reign in the environmental damage caused by aviation. We shine a light on false claims and advocate for real solutions including the need for behaviour change (less flying) and new technologies.

2024 will be an election year, so is an important time for influencing political and public discussions about aviation. Questions we want to explore include: what policies might help promote no-fly holidays and virtual meetings; how important aviation is or isn't to the UK economy; and what the UK public think about flying. We'll be continuing to challenge airport expansion, expose the problems associated with 'Sustainable Aviation Fuels', and highlight the impacts of aircraft noise and pollution. And we're beginning to think about what role the aviation sector should play in relation to carbon removal and the policy implications of this.

Our Policy Manager will, together with the Director, lead AEF's policy and campaigns work, with a particular focus on climate policy, helping to deliver existing grant commitments to and to develop new grant proposals. The successful candidate will join a friendly team who split their time between working from home and the office base at London Bridge. The ability to take part in external meetings (held largely in London) as required, is essential.

Job description

Tasks will include:

- Working closely with the Director to develop and deliver AEF's UK and international policy work and campaigns, with a particular focus on climate change
- Contributing to AEF's strategy and identifying new projects

- Ensuring delivery of our funded work and making new funding applications
- Managing the work of the Policy and Campaigns Officer
- Maintaining a broad overview of AEF policy areas including by liaising regularly with the Head of Planning, and the Aircraft Community Noise Forum Lead, supporting delivery of their work programmes and ensuring that AEF's policies are informed by our members
- Working with the Communications Officer to oversee how policy is communicated to AEF's members, the media and general public, including through social media
- Reporting regularly to AEF's Executive Council, which represents our membership and supports and guides our work
- Representing AEF at meetings with policymakers, other NGO and industry stakeholders, MPs, Parliamentary Select Committees, and events

Person specification

Candidates must be able to demonstrate:

- A track record of professional experience in an environmental policy role
- A good understanding of UK environmental policy
- Ability to analyse complex, technical issues and identify their policy relevance
- Ability to communicate challenging messages creatively and effectively
- Media experience such as giving broadcast interviews and providing quotes for print media
- Networking skills, and the ability to proactively build good working relationships internally (with staff and our membership) and externally
- Ability to take on a management role
- 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:

- A degree, or higher qualification, in a relevant subject
- Experience of public speaking, presenting, and taking part in panel discussions
- Experience of engaging with funders, including writing funding applications and/or delivering funded projects
- Experience of using Wordpress and social media in a professional context

How to apply

Please send us your CV, together with a personal statement of no more than 2 sides of A4, setting out how you meet each of the criteria listed in the person specification, by **23.59pm on Sunday 14th April 2024**. Please ensure that your CV indicates your current or most recent salary. You also need to confirm in your application that you have the legal right to work in the UK. We anticipate holding interviews in the week commencing 22nd April 2024.

If you have any questions, email info@aef.org.uk and a member of staff will be happy to contact you as soon as possible during normal office hours.