

<b>Post:</b>	<b>Policy Fellow – Russia-West</b>
<b>Location:</b>	Like many organisations, we are mostly working remotely, and we expect this will continue. The post-holder can mix between working from home, co-working near to home and co-working in a central London space, sometimes with colleagues. At present, the full international team meets in person in London roughly every two months.
<b>Salary:</b>	ELN Grade C (£38,174.72)
<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.

## Who we are:

The European Leadership Network (ELN) is an independent, non-partisan Advocacy and Policy organisation with a network of 300 past, present and future European leaders working to provide practical, real-world solutions to political and security challenges. Through its research, publications, events, practical policy advocacy, media reach and pan-European networks, the ELN works to build better security for wider Europe. It concentrates on what it judges to be the gravest risks to Europe's security and the risks where it assesses that it can make the greatest difference.

## Purpose of Role:

For the foreseeable future, security and stability in the Euro-Atlantic region will be hugely influenced by the relationship between Russia and The West. The successful candidate will work under the supervision of the Policy & Research Director to drive forward a wide range of projects in the Russia/West relationship policy space, including but not limited to, Russia/NATO and Russia/EU relationships, modern deterrence, strategic risks and de-escalation, and confidence building measures.

## 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 network 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.*

### **Guerrilla diplomacy**

- Design and deliver policy research on Russia/West relationships and their impact on Euro-Atlantic security.
- Create pragmatic policy ideas designed to positively influence government, think tank and academic thinking across the Euro-Atlantic region.

Contribute to innovative research methodologies towards policy research for impact and play a leading role in producing quality research outputs, including by consulting with and involving the ELN's intergenerational network by convening meetings, stimulating email discussions, and bringing together small groups of members to develop or refine analysis and policy recommendations.

- Contribute to fundraising efforts.
- Build and maintain positive relationships that inspire and enable collaboration across different teams, and with key internal and external partners.
- Implement short- and long-term projects.

#### ***Communication and publications***

- Produce and commission papers for publication by the ELN, including reports, op-eds, commentaries and audio-visual outputs.
- Communicate and disseminate project findings, including through workshops and seminars.
- Advance visibility of for ELN's global security programme through the ELN website and other media channels and by developing strong networks with policymakers and the media.

#### ***Event management***

- Contribute to proposing designing and convening public and expert policy seminars and discussions.
- Incorporate equality, diversity, and inclusion considerations in the execution of research events.
- Chair and speak at events as required.

#### ***Other***

- Attend team meetings, Board, and committee meetings 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: 7 October 2022.**

Please see overleaf a person specification, detailing the essential and desirable experience for the position.

The ELN welcomes and values applications from people from diverse backgrounds and from groups that may traditionally have been underrepresented in security policy. We believe everyone benefits from bringing a wider range of people, perspectives, and skills into security policy, and we offer a friendly and inclusive work environment.

To apply, please email your CV and a short cover letter to: [charissef@europeanleadershipnetwork.org](mailto:charissef@europeanleadershipnetwork.org). Please restrict your CV to no more than three pages of A4. This should clearly outline relevant experience to date. The position is open to applicants with permit to work in the UK or Germany.

For more information on the European Leadership Network please visit our website at [www.europeanleadershipnetwork.org](http://www.europeanleadershipnetwork.org)

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Experience of delivering research projects, such as researching and writing policy papers, literature reviews and policy recommendations for diverse audiences.</li> <li>• Several years of previous experience working in research and/or international security and organising events.</li> <li>• At ease in engaging with the media and public speaking (training will be provided).</li> <li>• Gathering insight and intelligence from stakeholders and using this to inform the development of policy.</li> <li>• Successfully managing external relationships at on behalf of an organisation.</li> <li>• Educated to Masters-level degree or equivalent professional experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in or closely alongside a government or international organisation.</li> <li>• A PhD, finished or near completion, in International Relations or a cognate discipline, or 10 years employment experience in a related field (i.e. diplomacy or intelligence)</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Familiarity with Russia/West issues, security and stability or deterrence theory and a nuanced understanding of the work of actors in the field.</li> <li>• A self-starter, able to work independently and within a diverse team with great attention to detail, to organise and to manage time effectively.</li> <li>• Interested in networking and building partnerships.</li> <li>• Fluency in English both written and spoken (additional languages are an advantage).</li> <li>• Familiarity with Microsoft Office.</li> <li>• Ability to analyse complex information and issues and draw inferences from them relevant to the audience.</li> <li>• Excellent interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective public speaker, with the ability to create a rapport with a range of different audiences.</li> <li>• Strong data analysis and management information skills.</li> <li>• Basic Russian language skills and/or an understanding of Russian history and culture.</li> <li>• Interest in the impact of emerging technologies on security and stability.</li> </ul>
<b>VALUES &amp; ATTITUDE</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to ELN’s values.</li> <li>• Strong commitment to, and understanding of the principles of equality, diversity and inclusion.</li> <li>• Able, and willing, to take a collaborative approach to work placing the organisation’s goals and needs at the forefront of decision-making.</li> </ul>	