

Post:	Senior Policy Fellow - Nuclear Risk and Emerging & Disruptive Technologies
Location:	Like many organisations we are currently working remotely and we anticipate this is likely to continue into 2023. The post-holder can choose between working from home and, if applicable, co-working in a shared central London office with some colleagues.
Salary:	ELN Grade D1 (£49,088.18)
Contract:	Full-time; 37.5-hours per week (opportunities for flexible working considered)
Reports to:	Policy and Research Director
Direct Reports:	Policy Fellows, 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 through an innovative, well evidenced and practical policy agenda. Our Senior Policy Fellows take a lead 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 Senior Policy Fellow role plays a key part in building ELN's influence and impact by using their 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.

This position will primarily lead a wide programme of work exploring impact of EDTs on nuclear risk and strategic stability and develop pragmatic policy proposals to mitigate associated risks. Other projects may be allocated to this position.

Accountabilities:

The key accountabilities of the post holder will be:

- Pragmatic, real world policy solutions that are underpinned by high-quality, robust research.
- Individual programmes of work, led by the Senior Policy Fellow, consistently meet their objectives within budget and agreed timescales.
- Agreed fundraising targets are consistently met and funders are satisfied with programme outcomes.
- Articulate and well-written policy briefings, publications and articles that further ELN's aims and reputation.
- Working with the impact and comms teams, effective reach on policy work delivered through a range of government contacts, networks and media channels.
- Excellent, well-managed strategic relationships and partnerships that enhance ELN's ability to influence and shape global security policy.
- Our Networks of leaders are engaged and active in our policy agenda.

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 support 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 wider policy areas or themes as agreed with the Research Director.
- Be responsible for the leadership and development of specific programmes of work as agreed with the Research Director. This will include fundraising, programme planning, management of resources and programme evaluation / reporting.

- Actively support ELN strategy and plans by identifying future development areas including fundraising opportunities, partnerships and policy growth areas.

Management of People and Resources

- Help contribute to a positive and inclusive culture across the organisation by ensuring research and 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 our mission and vision.
- Line manages direct reporting Policy Fellows and other staff.
- Provide additional coaching and support to other Policy Fellows and staff as required.
- Develop and manage significant (£500k+) budgets and resources related to specific programmes of work as agreed with the Policy and Research Director.
- Lead on fundraising activities within agreed programmes of work including responsibility for drafting bids and submitting financial reports to funders.
- Deputise, or partially deputise, for the Policy and Research Director in their absence, as appropriate.

Delivery

- Scrutinise emerging policy developments and assess their likely applicability to ELN objectives, strategy and mission and our broader interest in European security.
- Ensure fulfilment of all responsibilities and commitments with agreed programmes of work including programme administration, delivery, evaluation and reporting.
- Conduct research and analysis (primary and secondary) related to the core themes in our strategy and policy agenda.
- Identify and nurture opportunities for network members and consulting fellows to be involved in the delivery and execution of research and policy, actively working to ensure the network's engagement in, and alignment with, and activism on our policy agenda.
- Regularly publish comment pieces on the ELN website and in other prominent outlets / media channels.
- Take a lead role in drafting speeches and presentations and representing ELN at conferences and meetings.
- Supported by the comms team, undertake media activity and brief journalists on issues related to our policy agenda.
- Take a lead role in overseeing the organisation and management of events, conferences and overseas high-level delegation visits with a focus on designing the event objectives, agenda and suggested speakers.
- Working with the network engagement team, actively contribute to, and support the growth of, our networks.
- Lead on fundraising relevant to the role's programme areas, including the preparation of grant applications and reports as agreed with the Research Director.
- Working with the impact team, monitor evidence of ELN's impact in your areas of focus, such as appearances in media, citations of work in policy conversations, qualitative feedback from stakeholders.
- 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 programmes, policy and influencing work with relevant legislation, policies and good practice, including around Health and Safety, data protection etc.

Stakeholders

- Establish and manage positive and productive relationships with key, strategic stakeholders within governments, political institutions, thinktanks, industry and academia – using these to build the capacity and influence of ELN.
- Gather insights and intelligence from our network and wider contacts to support the development and delivery of ELN policy and programmes of work.
- Supported as necessary by the comms team, build and maintain relationships with relevant media partners and journalists to expand our reach and provide a strong platform for our public affairs work.
- Take a lead role in managing relationships with (current and potential) funders and commercial partners.

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.

Person Specification:

	Essential	Desirable
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Substantial experience of working within a policy / public affairs environment within the field of international security, nuclear risk, disarmament, or emerging technologies. • Developing and managing programmes of work including project planning and resource allocation. • Aligning policy development and programme management to organisational strategy. • A track record in successful fundraising and writing winning bids for significant grants (over £0.5m). • Programme evaluation and reporting. • Gathering insight and intelligence from stakeholders / networks and using this to inform the development of policy. • Successfully managing strategic relationships at a senior level on behalf of an organisation. • Working with politicians, leaders and journalists to influence policy and deliver change. • Educated to postgraduate level or can demonstrate Masters-level degree or equivalent experience. • Evidence of continual professional development. 	<ul style="list-style-type: none"> • Working within a thinktank, government or civil service policy environment. • Leading and managing teams including performance management and coaching. • Working with a multicultural and international context. • Educated to postgraduate research level and can demonstrate Doctorate-level qualification or equivalent experience. • Qualification relevant to the role i.e. international affairs, politics, public affairs, research methods, campaigning, EDTs etc.
KNOWLEDGE, SKILLS & ABILITIES	<ul style="list-style-type: none"> • Extensive knowledge and understanding of issues related to international security and politics. • Basic understanding of at least one EDT and its impact on security and strategic stability. • Excellent knowledge of effective research, policy development and influencing with evidence of creating impact as a result of policy work. • Strong programme management / planning skills. • 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. • High-level research skills and 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. 	<ul style="list-style-type: none"> • Expertise in at least one EDT and its impact on security and strategic stability. • Effective public speaker, with the ability to create a rapport with different audiences. • Budgeting and financial management / reporting skills. • Basic understanding of legal contracting with partners. • Fluent in at least two languages. • Ability to work flexibly within a small, fast-paced and agile environment. • Strong data analysis and management information skills.

Role Profile and Person Specification

Role: **Senior Policy Fellow**

	<ul style="list-style-type: none">• Good attention to detail and able to produce work with a high-level of accuracy.	
VALUES & ATTITUDE	<ul style="list-style-type: none">• 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.	