

Policy & Programme Lead

Location:	London, with the potential for some remote working <i>The ECU team are currently working remotely as a result of Covid-19 restrictions</i>
Contract type:	Permanent
Hours:	Either 5 days / 37.5 hours per week, or 4 days / 30 hours week
Salary:	£37,003 - £40,994 per annum (full-time), depending on experience
Reports to:	Head of Public Affairs & Influencing

About us

The Economic Change Unit is a non-profit organisation that works to accelerate the transition to a fair, sustainable and resilient economy.

For over a decade, the world has been experiencing a range of inter-related crises. Financial instability, widening inequalities and climate and environmental breakdown have now been brought into sharper focus by the global coronavirus pandemic. In response, there is a growing consensus among a broad range of people – including policymakers, business and civil society leaders, academics, campaigners and commentators – that fundamental changes are needed to our economic model.

ECU creates resources to promote understanding of the ideas, policies and practices on which more resilient, just and sustainable economies can be founded. We identify opportunities for economic change, and help to connect people and organisations from a variety of sectors who are interested and involved in seeking change and support them to work together to advance a shared agenda.

ECU was founded in 2019, and we expect to have six staff members in post by the end of 2021. This is a really exciting time to join a relatively new organisation occupying a key role in the new economy movement as we set up our team and embark on a new strategy.

Our values

Our values apply throughout our ways of working, culture, and individual behaviour.

- **Justice:** We believe in social, economic and environmental justice. We work to rectify historical injustices nationally and internationally, as well as to mitigate injustices yet to come. Essential to our conception of justice is a commitment to sustainability.
- **Inclusivity and generosity:** We provide a welcoming, safe and supportive environment to everyone, regardless of gender, ethnicity, sexual orientation, age or disability. We believe this is crucial to ensuring the effectiveness and legitimacy of our work. We recognise that people face systemic oppression based on these characteristics and therefore we have a responsibility to centre anti-oppression in our work.

- **Collaboration:** We don't have all the answers, and through working with others there is more chance of making change. We stand in solidarity with those seeking progressive economic systems change and those who support these ideas.

About the role

ECU is seeking a Policy & Programme Lead to help drive forward our work accelerating the transition to a fair, sustainable and resilient economy.

A self-starter, with a 'can do' mindset and a highly organised and collaborative approach, you will hold an undergraduate degree in economics or a subject with a major economics component, and have good knowledge of and a keen interest in economic and political debates and 'new economy' ideas. You will also be able to demonstrate the ability to get up to speed quickly on new subject areas, strong interpersonal, written and communication skills, and some prior experience of working in a professional organisation.

Working closely with the Head of Public Affairs & Influencing, and staff in ECU's movement partners, you will:

- Help with political intelligence-gathering, media monitoring, and ongoing analysis of political and economic policy developments and debates.
- Take responsibility for coordinating and driving forward one or more of ECU's programmes, supporting programme strategy development, convening project team meetings and coordinating and driving forward project delivery.
- Edit and help disseminate ECU's weekly newsletter of economic news and analysis and our New Economy Brief website.
- Help to build and manage relationships with ECU influencing targets, including senior stakeholders in politics, policy-making, civil society and the media.

Key responsibilities

Programme Coordination

- Coordinating one or more ECU programmes, including supporting programme strategy development, developing and managing the project plan, convening project team meetings and coordinating and driving forward project delivery.

Policy, Political Strategy & Influencing

- Supporting the Head of Public Affairs & Influencing to undertake political intelligence-gathering, media monitoring, and ongoing analysis of political and economic policy developments and debates.
- Conducting research and policy analysis on current economic issues and proposals.
- Supporting the development and implementation of political influencing strategies, including advocacy and media work.
- Editing ECU's weekly newsletter of economic news and analysis, editing our New Economy Brief website, and helping to publicise and disseminate them.
- Drafting other policy content, e.g. background policy briefings.
- Helping to promote ECU events and activities and those of our movement partners.

External relationships

- Building and managing relationships with staff in partner organisations.
- Helping to build and manage relationships with ECU influencing targets, including senior stakeholders in politics, policy-making, civil society and the media.

Team & Organisation

- Supporting coordination within the ECU team and with partner organisations, including organising and facilitating meetings and conferences calls.
- Helping to shape ECU's strategy.
- Helping with fundraising, including with the drafting of reports to funders.

Person specification

Essential:

1. Education in economics, or in a subject with a major economics component, to at least degree level (or equivalent).
2. At least 3 years experience of working for an organisation in one of the following broad areas: policy, research, politics, public affairs. E.g. for an NGO, a charity, a think tank, a research institute, a public body, a trade union, a business organisation, or in Parliament or the civil service.
3. Knowledge, understanding and a keen interest in contemporary economic and political debates in the UK and on the global stage, including debates around the critiques of neoliberalism and progressive and 'new economy' alternatives.
4. Drive, a 'can do' mindset, and a highly collaborative approach.
5. Deep commitment to ECU's purpose and values (set out above).
6. Proven ability to get up to speed quickly on a new subject area.
7. Excellent communication skills, including the ability to write clearly and engagingly to a variety of audiences, and to speak confidently to diverse audiences.
8. Strong emotional intelligence and interpersonal skills, with the ability to act sensitively and build relationships with people from diverse perspectives and backgrounds.
9. Excellent and demonstrable organisational and administrative skills, including strong prioritisation skills, and ability to manage a busy workload.
10. Willingness to occasionally work evenings and weekends and to undertake domestic and overseas work trips on occasion.

Desirable:

11. An understanding of economic policy-making in government, the wider policy-making community, and how to effect change in policy making.
12. Experience of dealing with the media, e.g. writing press releases and briefing journalists.
13. Experience of managing staff or volunteers.
14. Project management skills and experience.
15. Facilitation skills.

Equity, inclusion and diversity

We are committed to providing equal opportunities for everyone, regardless of their background. We believe this is crucial to ensuring the legitimacy and effectiveness of our work. We recognise that people face systemic oppression based on factors including their gender, ethnicity, sexual orientation, age and disability, and therefore we have a responsibility to centre anti-oppression in our work.

We acknowledge that people from a number of communities are underrepresented in our team and in the wider economic justice movement, and we're committed to doing what we can to address this.

We welcome applications from people of all backgrounds, and would particularly encourage applications from the following groups of people who are underrepresented in our sector: women, black people and people of colour, and people from a working class background.

We are open to assisting with childcare or other duties that may prevent candidates from attending an interview.

How to apply

To apply, please download an application form and an Equal Opportunities Monitoring form from econchange.org/jobs, complete them, and send them to recruitment@econchange.org before the closing date. Please send your application as a Word document (not a PDF) and please do not include any other documents with your application - they will not be read.

Closing date for applications: **9.00 am, Wednesday 18 August 2021.**

First interviews will take place on **Wednesday 1 September.**

Due to the volume of applications we usually receive, we regret that we are unable to offer feedback to individual applicants.

Get in touch

If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact Sarah-Jayne Clifton, Executive Director, at sarah@econchange.org for an informal conversation.

Thank you for your interest in the Economic Change Unit.