

Policy Analyst

Job Description and Person Specification

Job Title: Policy Analyst (three month fixed term contract)

Working For: Green Party of England and Wales (GPEW)

Location: London

Salary: Between £26,889 and £30,282 (points 14-19 on Green Party pay scale) per annum pro rata

Job Details

The Green Party is recruiting a Policy Analyst on an initial 3-month fixed term contract. The ideal candidate will lead in the preparation of policy briefings and “playbooks” in support the Party’s Political Programme that will be launched in the summer of 2018.

The Role

- Drafting policy briefings on commitments made in the Political Programme.
- Facilitating financial costing (where appropriate) of specific policy commitments made in the Political Programme.
- Supporting the Communication Team, party leaders and party spokespeople with policy briefings as time permits, including in the event of another general election called during the term of the post.
- Work with the Policy Coordinators on the Green Party Executive to disseminate policy briefings effectively to Party members and supporters.

You’ll be

- A postgraduate with exceptional research skills. Skills can be demonstrated by experience as well as qualification.
- Highly level numeracy with some experience in costing policy.
- Experienced in working on policy briefings.
- Able to demonstrate familiarity with the Green Party's policy-making process and sympathy with the Party's aims.

You may not be

A member of another political party

Closing Date: 11.59 pm, 15th July 2018