BEAVER TRUST

Recruitment Pack

POLICY LEAD



Policy Lead

Direct Report:	Chief Executive Officer
Remuneration:	Circa £40k (pro rata)
Start date:	Immediate
Term:	Full time or 0.8 fte (37.5 or 30 hours), permanent position
Location:	Home-based, with regular travel

Organisational Overview

Beaver Trust is a small and growing charity, with a mission to restore beavers to regenerate our landscapes. Established in 2019, we are a nature restoration charity, run by a small team with a diverse skillset and extensive experience in beaver ecology and restoration. We provide practical solutions to help people to co-exist with beavers and influence legislation that rebuilds ecosystems and strengthens climate resilience in a time of ecological and climate crisis.

Summary Job Description

The Policy Lead is responsible for leading Beaver Trust's work to influence national policies and strategies to enable the restoration and normalisation of beavers and wetlands. This senior role involves orchestrating the charity's policy framework and aligning our wider influencing work across internal teams to optimise our influencing impact. Externally the Policy Lead engages stakeholders to build effective relationships, and influence policy change to achieve Beaver Trust's mission.

Key Responsibilities

- Strategically lead and coordinate Beaver Trust's policy work to ensure maximum impact on national policies and strategies.
- Work closely with Beaver Trust teams to coordinate, cross organisational working to maximise our influencing impact with most effective use of staff resources.
- Cultivate and manage high-level stakeholder relationships to bolster support for national policy change.
- Ensure our influencing work is responsive and reflects the different situations in the three countries in Britain.
- Develop and implement a political engagement strategy.
- Research and analyse critical policy issues with direct and indirect impact on beaver restoration and draft relevant responses, policy documents and political briefings.
- Monitor and evaluate the effectiveness of our influencing work and provide information to support reporting to funders and trustees.
- Represent the charity at meetings and events.
- Organise events and meetings to support our influencing work.

Person Specification

Essential

- Experience in developing and implementing policies related to wildlife conservation and habitat restoration.
- Deep understanding of the environmental policy landscape at local, national, and international levels.
- Demonstrated ability in shaping policy change through strategic insight and action.
- Strong leadership skills to guide interdisciplinary teams towards common goals.
- Skilled in conflict resolution and stakeholder negotiation.
- Ability to synthesize and apply scientific research in policy-making.
- Excellent communication skills to engage and influence a wide range of stakeholders, including government officials, NGOs, local communities, and landowners.
- Expertise in creating comprehensive policy reports and communications for diverse audiences.
- In-depth knowledge of ecological systems, with a focus on beavers and their role in ecosystems.
- Ability to navigate complex environments, identifying key opportunities for maximum impact.
- Advanced IT and visual content creation skills, and experience of working in Google Workspace.
- Highly organized, self-motivated, and committed to the organization's mission.
- Willingness to travel extensively across Britain for work, with access to transport to get to areas not covered by bus/rail

Desirable

- Established network within the policy and conservation community.
- Expertise in legal aspects of wildlife management and restoration.
- Proficiency in budget and resource management.





General

- Follow and build a positive culture around all charity policies.
- Actively participate as part of the team.
- Help to promote a positive, healthy and happy work environment and team culture.
- Attend and contribute to regular meetings.
- Work in accordance with the Data Protection Acts.
- Be responsible for the health and safety of yourself and others at work.
- Undertake any other duties as reasonably required.
- Keep up-to-date with input from colleagues on related research, activities and policies.

Location

You will work from home with regular travel to meetings and events to effectively carry out the role, including overnight stays. These could be anywhere across Britain.

Benefits

25 days holiday, plus Christmas Day through to New Years Day paid, plus 6 days floating holidays, pro-rata. Flexible approach to hours of work.

One-off contribution toward the cost of an ergonomic office chair and purchases of essential devices (laptop, mouse and smartphone), monthly home working allowance of £26, plus an annual contribution toward the maintenance and upkeep of the essential devices.





Application Process

Applications to be submitted to: jobs@beavertrust.org

Closing date for applications: 9am, Monday **19th February** 2024.

Interviews: On Zoom, Tuesday **12th March** 2024.

Please submit your application for the position in the form of **your CV** (two pages maximum) **and a covering letter** (one page maximum) explaining your interest and suitability for the role by email to jobs@beavertrust.org, entering **Policy Lead** in the subject line. Please note that any applications that exceed the maximum length will not be considered. We do not accept applications via LinkedIn.

Please let us know if you require any reasonable adjustments during the recruitment process.

We are happy to share interview questions prior to the interview.

All shortlisted candidates will be contacted by **1st March 2024**. If you have not heard from us by this date, please accept our thanks for applying and assume that you were not shortlisted on this occasion.

Job offers will be subject to two satisfactory references and proof of right to work in the UK.

All staff are based at home. In order to meet our Health and Safety requirements we need to assess the home work location of the successful candidate before they can begin home working.

Beaver Trust strives to be diverse and inclusive and a place where we can all be ourselves and we positively welcome applications from people from a wide range of backgrounds and experiences. We are committed to equality of opportunity for all staff and encourage applications from individuals regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

We are dedicated to creating an open and inclusive working environment, and this starts with our recruitment practices. We try to ensure that everybody who is interested in joining our team has equal opportunity and ability to start that journey with us. We intend to have flexible and accessible hiring practices and will make every attempt to adapt to your needs throughout. We welcome any requests for adjustments in our processes.






Recruitment Privacy Notice

The identity and contact details of the Employer is;
Beaver Trust ("the Employer") of 61 Bridge Street, Kington, HR5 3DJ
The data controller is Beaver Trust.

Beaver Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the General Data Protection Regulation (GDPR) and applies to all candidates.

This Privacy Notice is for information only; it is not a contractual agreement.

What information do we collect?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and cover letter/email;
- Any information you provide to us during an interview; and
- Information you provide in relation to your right-to-work documentation.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- Information about your health, including any medical condition, health and sickness records; and
- Information about your criminal record

We collect this personal information from the following sources:

- You, the candidate;
- Recruitment agencies;
- Search consultants;
- Our employment background check provider,
- Our credit reference agency;
- Your named referees; and
- Data from third-party publicly accessible sources. For example, SRA and CILEx professional memberships.

Why we process your personal data?

We need to process data to take steps, at your request, prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job. We may also need to process data from you to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for you. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We may use a third party to do this on our behalf and may receive a copy of their report if you have consented for us to do so. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, our employment background check provider to obtain necessary background checks, including a criminal record check and our credit reference agency. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies.

We do not envisage transferring the personal information we collect about you outside the EU.

How do we protect your data?

We take the security of your data seriously. We have put in place security measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to only those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your data?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact jobs@beavertrust.org

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide us with personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide sufficient information, we may not be able to process your application properly or at all.

Automated decision making

Recruitment processes are not based solely on automated decision-making.

Changes to this Privacy notice

We reserve the right to update this privacy notice at any time.
If you have any questions about this privacy notice, please contact jobs@beavertrust.org.