



**BEAVER
TRUST**

Recruitment pack **Policy Officer**

NARRATED BY JOANNA LOWELL



Policy Officer

Direct report:	Policy Lead
Remuneration banding:	£29,403 per annum, pro rata
Hours:	4 days per week (30 hrs), or 4.5 days per week (33.75 hrs) or 5 days per week (37.5 hrs) by agreement.
Location:	RThis role is remote and will require you to have a safe and secure space to work from home. There will be frequent travel within Britain, including overnight stays.

We are committed to inclusive recruitment and are happy to make reasonable adjustments at any stage of the process. We actively encourage applications from people of all backgrounds, especially those underrepresented in the environmental sector, including people of colour, disabled people, those from low-income backgrounds, LGBTQIA+ communities and all other protected characteristics.

Organisational overview

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

Summary job description

The Policy Officer is responsible for supporting Beaver Trust's work to influence national policies and strategies that enable the restoration of beavers, rivers and wetlands. Working closely with and supporting the Policy Lead, the role involves engaging with stakeholders to build strong, effective relationships and help drive policy change in support of Beaver Trust's mission. Sitting in the Influencing team, the Policy Officer will collaborate across the organisation, including with Restoration, Communication & Education, Fundraising, and Support & Governance teams.

Key duties and responsibilities

- Research and monitor changes in policy and legislation with direct and indirect impacts on beaver restoration across Britain.
- Draft relevant responses, policy documents and political briefings.
- Organise policy events and meetings to support our influencing work.
- Monitor the policy positions and activities of stakeholder organisations, including partners and those with opposing views.

Key duties and responsibilities continued

- Cultivate and maintain stakeholder relationships, including with politicians, government officials, and partners to bolster support for Beaver Trust's policy positions.
- Represent Beaver Trust at meetings and events, including those of Wildlife & Countryside Link, Wales Environment Link, and Scottish Environment LINK coalitions.
- Support delivery of Beaver Trust campaigns.
- Personal data administration to ensure compliance with the General Data Protection Regulations.
- Work closely with the wider Beaver Trust team to ensure cross organisational working to maximise our influencing impact.
- Ensure our influencing work is responsive and reflects the different situations in the three countries of Britain.

Person specification

Essential:

- An understanding of the environmental policy landscape - including agri-environment schemes - across Britain at both local and national levels
- Strong influencing and communication skills, with the ability to articulate policy positions clearly and persuasively to support policy change.
- Proven ability to build and maintain effective relationships with a wide range of external stakeholders, including those who may hold differing or opposing views. For example government officials, NGOs, partners, and landowners.
- Ability to synthesise, interpret and apply scientific research to inform policy development and advocacy.
- Experience producing high-quality reports, briefings and written communications for diverse audiences.
- Highly organised, proactive and self-motivated, with a strong commitment to the organisation's mission and values.
- IT and visual content creation skills.
- Willingness to travel extensively across Britain for work, including frequent overnight stays, with access to transport to get to areas not covered by bus/rail.

Desirable

- Knowledge of beavers and their role in ecosystems.
- Working knowledge of the General Data Protection Regulations.
- Experience of working in Google Workspace.

General responsibilities

- Follow all charity policies and work in line with Beaver Trust values.
- 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 online (and in person when required).
- Work in accordance with the current 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.
- Demonstrate Beaver Trust core values in your work.

Benefits

- 25 days holiday, plus Christmas day through to New Year's Day paid, plus 6 days of floating holidays.
- Flexible approach to hours of work.
- Travel, accommodation and subsistence expenses will be met by Beaver Trust in accordance with the Beaver Trust Expenses Policy.
- Pension contribution of 3% of your total pay each month
- One-off contributions toward the cost of an ergonomic office chair and toward purchases of essential devices (laptop, mouse and smartphone), monthly home working allowance, plus an annual contribution toward the maintenance and/or replacement of the essential devices.



Applications

Thank you for considering the role of Policy Officer at Beaver Trust.

To apply, please email your application to jobs@beavertrust.org, including:

- An one-page A4 cover letter. In your letter, please briefly highlight your skills and experience and explain your interest and suitability for the role.
- A CV of two sides of A4 maximum. Please include any voluntary or other relevant life experiences that you would like to tell us about.

Please note that any applications that exceed the maximum length will not be considered. We do not accept applications via LinkedIn or direct social media contact.

Closing date for applications: 9:00am on Monday 20th April 2026. We reserve the right to interview candidates and close the ad ahead of the closing date, should a strong candidate be identified.

Online interviews will be held on Tuesday the 12th May. You will be asked to give a short presentation to the interview panel and may also be given a task to undertake during the interview.

All shortlisted candidates will be contacted by Thursday the 30th April. 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.

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