

Post:	Policy Fellow: Multilateral arms control, disarmament and non-proliferation
Location:	Open to Europe-based candidates with an expectation to work in the UK or Germany. The position is remote but with options for coworking with colleagues and in-person team gatherings roughly every 8 weeks. Travel for business is also to be expected.
Salary:	ELN Grade C1 (£42,072.37)
Contract:	Full-time; 37.5-hours per week (opportunities for flexible working considered)
Reports to:	Senior Policy Fellow/Policy and Research Director
Direct Reports:	None, although some Policy Fellows will provide supervision and/or support for Research Assistants, Interns and/or ELN volunteers. Policy Fellows are also expected to work closely on delivery with Network members, some of them very senior.

Purpose of Role:

A Policy Fellow at the ELN helps ensure that the organisation is influential and effective in building better security for Europe. The ELN's mission is education of governments and publics and conflict resolution in relation to the gravest risks to European security in the areas where the ELN can make the greatest difference. The ELN is a Network, not a think tank. Working with and through the Network our Policy Fellows undertake research, develop and promote pragmatic policy solutions.

The position holder will play a key part in building ELN's influence by using our policy development to inform government decision-making in relation to multilateral arms control, disarmament and non-proliferation. Working with ELN team colleagues, ELN Network members and other stakeholders, including government officials, they will do this by conducting high-impact policy-relevant research to be presented as publications, at events, and through public relations work and the mobilisation of our networks.

The job requires high levels of policy acumen and knowledge in these areas, as well as the ability to identify pragmatic solutions and communicate these effectively. They may also be expected to take the lead on broader policy areas, and other projects may also be allocated to this position.

Accountabilities:

The key accountabilities of the post holder will be to:

- Produce pragmatic, real-world policy solutions that are underpinned by high-quality, robust research.
- Articulate and well-written policy briefings, publications and articles that further the ELN's aims and reputation.
- Have effective reach on policy work delivered through a range of government contacts, networks, and media channels.
- Have excellent, well-managed relationships that enhance the ELN's ability to influence and shape global security policy.
- Help ensure that our network of leaders is engaged, active and effective in our policy agenda.
- Individual research/policy projects meet their objectives within budget and agreed timescales.

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 contribute to the development and delivery of ELN's overall mission and strategy through the development of well-evidenced research and policy.
- Develop and implement specific policy areas or themes as agreed with the Research Director and/or Senior Policy Fellow leading the project.

- Contribute to future ELN strategy and plans by identifying future development areas including fundraising, partnerships, and policy growth areas.

Management of People and Resources

- Ensure that policy work aligns with ELN's aims and values to contribute to a positive and inclusive culture across the organisation.
- Align our policy work with ELN's strategy and operating plans and clearly understand how they contribute to ELN's mission and vision.
- Supervise interns and/or volunteers (as agreed) within the team effectively.
- Manage or coordinate budgets related to specific projects or policy areas as agreed with the Research Director and/or Senior Policy Fellow leading the project.
- Contribute to fundraising activities within agreed policy areas, projects or programmes of work.

Delivery

- Scrutinise emerging policy developments and assess their likely impact on ELN and our broader interest in European security.
- Manage projects linked to policy areas as agreed with the Research Director, conducting research and analysis (primary and secondary) and designing interventions and potential policy solutions to maximise real-world policy impact.
- Help to organise and manage events, conferences and overseas high-level delegation visits, with a focus on designing the event objectives, agenda and suggested speakers.
- Actively contribute to and support the growth and effectiveness of our networks.
- Help to identify possible sources of funding and sponsorship for our research, events, and broader work.
- Contribute, where agreed, to the drafting of grant applications and reports.

Stakeholders

- Establish and nurture positive and productive relationships with key stakeholders within governments, political institutions, think tanks and academia – using these partnerships to build the capacity and influence of ELN.
- Build and maintain relationships with governments, media partners and journalists to expand our reach and to further policy outcomes and impact. This can also involve engagement of governments and individuals who do not share ELN values.
- Contribute to and help maintain a database of international policy and public affairs contacts and help to ensure they are managed and monitored effectively.
- Provide support in managing relationships with (current and potential) funders and commercial partners, where required.

Other

- Be an enthusiastic advocate for our values, while being prepared to work with those who do not share those values if such collaboration can advance the ELN's goals.
- 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 the ELN on a local and national level.
- Support the development of the ELN as an effective institution.
- Undertake any other duties and responsibilities commensurate with the post.

Applicant requirements and how to apply

Deadline: 24 June 2024.

Please visit our website careers page for the full person specification, detailing the essential and desirable experience for the position, and expanding on the position's responsibilities and accountabilities.

- To apply, please email your CV to: charissef@europeanleadershipnetwork.org.
- The position is open to applicants with permit to work in the UK, Germany and parts of wider Europe. Please enquire for location eligibility.
- ELN are committed to creating a diverse environment and becoming an equal opportunity employer. Therefore, all qualified applicants will receive consideration for employment.
- For more information on the European Leadership Network, please visit our website at www.europeanleadershipnetwork.org

Person Specification:

	Essential	Desirable
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Proven experience of working within a policy / public affairs environment within the field of international security, nuclear risk, disarmament, or non-proliferation. • Working or volunteering within the field of international security / disarmament. • Managing programmes of work including project planning and resource allocation. • Project evaluation and reporting. • Gathering insight and intelligence from stakeholders and using this to inform the development of policy. • Successfully managing external relationships on behalf of an organisation. • Working with politicians, government officials, other leaders and journalists. • Educated to postgraduate level and can demonstrate Masters-level degree or equivalent experience. • Evidence of continual professional development. 	<ul style="list-style-type: none"> • Working within a government or civil service policy environment. • Fundraising and bid writing. • Aligning policy development work to organisational strategy. • Managing projects or programmes of work. • 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, diplomacy, campaigning etc.
KNOWLEDGE, SKILLS & ABILITIES	<ul style="list-style-type: none"> • Detailed knowledge and understanding of issues related to international security and politics. • Basic understanding of the NPT, and related agreements, institutions and policy processes. • Good knowledge of effective research, policy development and influencing with recent experience of creating change as a result of policy work. • Excellent writing skills and experience of applying these in creating policy, guidance, reports and funding bids. • Strong programme management / planning skills. • Strong IT and digital skills – including MS Office and digital communication tools. • Ability to analyse complex information and issues and draw inferences from them relevant to the audience. • Excellent interpersonal skills. 	<ul style="list-style-type: none"> • Basic understanding of EDTs and their impact on security and strategic stability. • Effective public speaker, with the ability to create a rapport with a range of different audiences. • Strong data analysis and management information skills.

Role Profile and Person Specification

Role: **Policy Fellow**

- Excellent organisational skills – the ability to work on own initiative and prioritise workload.
- Good attention to detail and able to produce work with a high-level of accuracy.
- Be administratively self-supporting, e.g. take care of own diary management, schedule meetings, take notes of meetings, process own expenses.

VALUES & ATTITUDE

- 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.