

<b>Post</b>	<b>Senior Policy Fellow: Multilateral arms control, disarmament and non-proliferation</b>
<b>Location:</b>	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.
<b>Salary:</b>	ELN Grade D1 (£52,524.35 per annum)
<b>Contract:</b>	Full-time; 37.5-hours per week (opportunities for flexible working considered)
<b>Reports to:</b>	Policy and Research Director
<b>Direct Reports:</b>	Policy Fellows, Research Assistants, Interns and/or ELN volunteers. Senior Policy Fellows are also expected to work closely on delivery with Network members, some of them very senior.

## **Purpose of Role:**

Senior Policy Fellows at the ELN will help ensure that the organisation is influential and effective in building better security for Europe through an innovative, well-evidenced, and practical policy agenda. Our mission is the education of governments and the public 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 Senior Policy Fellows undertake research and develop and promote pragmatic policy solutions.

The position holder will lead the ELN's programme on multilateral arms control, disarmament and non-proliferation, focusing on ways to strengthen the Nuclear Non-proliferation Treaty. This will include conducting high-impact policy-relevant research related to the N5/P5 agenda and issues at the intersection of emerging and disruptive technologies and the nuclear non-proliferation regime. They are also expected to take the lead on broader policy areas and line-manage staff members. Other projects may also be allocated to this position.

## **Accountabilities:**

The key accountabilities of the post holder will be accountable for:

- Producing pragmatic, real-world policy solutions that are underpinned by high-quality, robust research.
- Leading individual programmes of work such as the NPT project, consistently meeting their objectives within budget and agreed on timescales.
- Meeting agreed fundraising targets with funders satisfied with the programme outcomes.
- Articulating and well-written policy briefings, publications and articles that further ELN's aims and reputation.
- Working with the Impact team to effectively reach on policy work delivered through a range of government contacts, networks and media channels.
- Managing strategic relationships and partnerships that enhance ELN's ability to influence and shape global security policy.
- Helping ensure that our Network of leaders are engaged and active in our policy agenda.

## **Key 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**

- Support the development and delivery of ELN's overall mission and strategy through development of well evidenced research and policy.
- Scrutinise emerging policy developments and assess their likely applicability to ELN objectives, strategy and mission and our broader interest in European security.

## Job Advertisement

### Role: Senior Policy Fellow



- Develop and manage strategic relationships and partnerships that enhance ELN's ability to influence and shape global security policy.
- Actively support ELN strategy and plans by identifying future development areas, including fundraising opportunities, partnerships and policy growth areas.

#### ***Management of People and Resources***

- Be a leading example of a positive and inclusive culture across the organisation by ensuring policy work is aligned with the aims and values of ELN.
- Ensure that research and policy work align with ELN's aims and values to contribute to a positive and inclusive culture across the organisation.
- Effectively line manage Policy Fellows, Research Assistants, and interns within the team by providing coaching, support, and performance management in line with the organisation's performance framework.
- Lead fundraising activities within agreed programmes of work, including responsibility for drafting bids and submitting financial reports to funders.

#### ***Delivery***

- Lead individual and significant programmes of work (£500K+ budget), ensuring the fulfilment of all responsibilities and commitments within the agreed budgets and timescales. This will involve fundraising – including writing grant applications – programme planning, management of resources and programme evaluation and reporting.
- Oversee the organisation and management of events, conferences, and overseas high-level delegation visits with a focus on designing the event objectives, agenda and suggested speakers.
- Conduct research and analysis, designing interventions and policy solutions based on this research to produce policy material that is of a high-quality, publishable standard.
- Actively contribute to and support the growth and effectiveness of our networks.
- Participate, as a representative of ELN, in international working groups, committees and partnerships to contribute to the development of global security policy.
- Be willing to take on any other duties and responsibilities relating to other programs of work outside of their designated projects.

#### ***Stakeholders***

- Establish and manage positive and productive relationships with key strategic stakeholders within governments, political institutions, think tanks, and academia, using these to build ELN's capacity and influence. This can also involve the engagement of governments and individuals who do not share ELN values.
- Gather insights and intelligence from our network and wider contacts to support the development and delivery of ELN policy and programmes of work.
- Take a lead role in managing relationships with (current and potential) funders and commercial partners.

#### ***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: [charisfef@europeanleadershipnetwork.org](mailto:charisfef@europeanleadershipnetwork.org).
- Applications are open to candidates based in the UK, Germany or some parts of wider Europe. For Europe other than the UK or Germany, please enquire about 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](http://www.europeanleadershipnetwork.org)

### Person Specification:

	Essential	Desirable
<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working within a policy / public affairs environment within the field of international security, nuclear risk, disarmament, or non-proliferation.</li> <li>• Managing programmes of work including project planning and resource allocation.</li> <li>• Project evaluation and reporting.</li> <li>• Gathering insight and intelligence from stakeholders / networks and using this to inform the development of policy.</li> <li>• Working with politicians, leaders and journalists to influence policy and deliver change.</li> <li>• Educated to postgraduate level or can demonstrate Masters-level degree or equivalent experience.</li> <li>• A track record in successful fundraising and writing winning bids for significant grants (over £0.5m).</li> <li>• Successfully managing strategic relationships at a senior level on behalf of an organisation.</li> <li>• Evidence of continual professional development.</li> <li>• Developing and managing programmes of work including project planning and resource allocation.</li> <li>• Aligning policy development and programme management to organisational strategy.</li> <li>• Project evaluation and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within government or civil service policy environment.</li> <li>• Leading and managing teams including performance management and coaching.</li> <li>• Working with a multicultural and international context.</li> <li>• Educated to postgraduate research level and can demonstrate Doctorate-level qualification or equivalent experience.</li> <li>• Qualification relevant to the role i.e. international affairs, politics, public affairs, research methods, campaigning, NPT etc.</li> </ul>

**KNOWLEDGE,  
SKILLS &  
ABILITIES**

- Extensive knowledge and understanding of issues related to international security and politics.
- Thorough understanding of the NPT, and related agreements, institutions and policy processes.
- Excellent knowledge of effective research, policy development and influencing with evidence of creating impact as a result of policy work.
- Strong programme management / planning skills.
- Excellent writing skills and experience of applying these in creating policy, guidance, reports and funding bids.
- Strong IT and digital skills – including MS Office and digital communication tools.
- High-level research skills and ability to analyse complex information and issues and draw inferences from them relevant to the audience.
- Excellent interpersonal skills.
- 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.

- Expertise in at least one EDT and its impact on security and strategic stability.
- Effective public speaker, with the ability to create a rapport with different audiences.
- Budgeting and financial management / reporting skills.
- Basic understanding of legal contracting with partners.
- Fluent in at least two languages.
- Ability to work flexibly within a small, fast-paced and agile environment.
- Strong data analysis and management information skills.
- Qualification relevant to the role i.e. international affairs, politics, public affairs, research methods, diplomacy, campaigning etc.

**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.