

Role Profile and Person Specification

Role: Senior Policy Fellow: Russia-West



Post:	Senior Policy Fellow: Russia West
Location:	Remote, with right to work in the UK or Germany. 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 D1 (£52,524.35)
Contract:	Full-time; 37.5-hours per week (opportunities for flexible working considered)
Reports to:	Policy and Research Director
Direct Reports:	Senior Policy Fellows may be expected to line manage staff and provide supervision and/or support for Research Assistants, Interns and/or ELN volunteers.

About the ELN:

The European Leadership Network (ELN) is an independent, non-partisan, pan-European network of over 450 past, present and future European leaders working to provide practical real-world solutions to political and security challenges. Our mission is to educate governments and the public and resolve conflicts 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, that aims to advance for the public benefit of national and international conflict resolution, education and research on security and related challenges in Europe, and the sound administration of, and compliance with, established international law on multilateral nuclear disarmament and non-proliferation. The ELN's strategic vision is to deliver these goals effectively through its Network of experienced and emerging leaders, which is at the heart of everything we do.

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. They play a key part in building ELN's influence and impact by using their policy development to inform government decision-making, publications, events, public relations work, and the mobilisation of our networks.

The position holder will lead the ELN's programme on Russia-West relations, as well as broader policy areas and line-manage staff members. Other projects may also be allocated to this position, and Senior Policy Fellows also help with fundraising initiatives and managing relations with funders.

The job requires high levels of policy acumen and knowledge, as well as the ability to identify pragmatic solutions and communicate these effectively. They will undertake research and develop pragmatic policy solutions to tackle the gravest risks to European security in the areas where we can make the greatest difference.

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 and 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.

Role Profile and Person Specification

Role: **Senior Policy Fellow: Russia-West**



- 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.

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.

Delivery

- Design, lead and deliver ELN's policy research on Russia/West relations, 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.
- 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.
- Contribute to innovative research methodologies towards policy research for impact and play a leading role in producing quality research outputs, including by consulting with and involving the ELN's intergenerational network by convening meetings, stimulating email discussions, and bringing together small groups of members to develop or refine analysis and policy recommendations.
- Be willing to take on any other duties and responsibilities relating to other programs of work outside of their designated projects.

Strategy and Development

- Support the development and delivery of ELN's overall mission and strategy through the 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.
- 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.
- Contribute to general fundraising efforts, as needed.
- Build and maintain positive relationships that inspire and enable collaboration across different teams, and with key internal and external partners.

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.

Communication and publications

Role Profile and Person Specification

Role: **Senior Policy Fellow: Russia-West**



- Produce and commission papers for publication by the ELN, including reports, op-eds, commentaries and audio-visual outputs.
- Communicate and disseminate project findings, including through workshops and seminars.
- Advance visibility of for ELN's global security programme through the ELN website and other media channels and by developing strong networks with policymakers and the media.

Event management

- 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.
- Incorporate equality, diversity, and inclusion considerations in the execution of research events.
- Chair and speak at events as required.

Other

- Be an enthusiastic advocate for our values.
- 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 ELN on a local and national level.
- Be willing to undertake any other duties and responsibilities commensurate with the post.

Applicant requirements and how to apply

Deadline: 17 April 2025

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 and 1-page cover letter to: charisfef@europeanleadershipnetwork.org.
- The position is open to applicants with a permit to work in the UK and Germany. Please enquire about location eligibility.
- ELN is committed to creating a diverse environment and becoming an equal-opportunity employer. Therefore, all qualified applicants will be considered 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"> • Substantial experience of working within a policy / public affairs environment. • Experience working or volunteering within the field of international security. • Experience undertaking detailed, robust primary research. • Gathering insight and intelligence from stakeholders and using this to inform the development of policy. • Contributing to the development of policy, ideally in an international context. • Successfully managing external relationships on behalf of an organisation. • Working with politicians, leaders and journalists. • Educated to a Masters-level degree or equivalent professional experience. • Evidence of continual professional development. 	<ul style="list-style-type: none"> • Working level Russian language • Working within a thinktank, 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, campaigning etc. • A track record in successful fundraising.
KNOWLEDGE, SKILLS & ABILITIES	<ul style="list-style-type: none"> • Extensive knowledge and understanding of issues related to international security and politics, focusing on Russia/West issues, and a nuanced understanding of the work of actors in the field. • 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. • 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 on expenses. 	<ul style="list-style-type: none"> • Effective public speaker, with the ability to create a rapport with a range of different audiences. • Budgeting and financial management / reporting skills. • Fluent in at least two languages, with fluency in Russian a distinct advantage. • Understanding of Russian political culture and relevant institutions. Ability to work flexibly within a small, fast-paced and agile environment.

Role Profile and Person Specification
Role: **Senior Policy Fellow: Russia-West**



**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.