

Post Details		Last Updated: 21/10/2022	
Faculty/ Department	FEPS/CES – CUSP		
Job Title	Advocacy Officer		
Job Family	Professional Services/Communications and Policy	Job Level	4
Report to	Professor Tim Jackson		
Responsible for (Staff)	n/a		
<p><b>About CUSP</b></p> <p>The Centre for the Understanding of Sustainable Prosperity (CUSP) is an internationally leading research organisation core-funded by the UK's Economic and Social Research Council and the Laudes Foundation. Directed by Professor Tim Jackson at the University of Surrey, it takes the form of a rich international network, drawing together expert partners from academic and non-academic institutions as co-producers of the work programme.</p> <p>As an academic institution CUSP is committed to translating intellectual and scientific research into practical action for society. CUSP aims not only to feed into the academic debate on sustainable prosperity but also to create a bridge with policymakers in debates about the limits to growth. It is particularly active in internationally renowned fora such as Davos and contributes regularly to intergovernmental organisations such as the Intergovernmental Panel on Climate Change (IPCC), the Intergovernmental Panel on Biodiversity and Ecosystem Services (IPBES) and the European Economic and Social Committee.</p> <p><b>Job Purpose</b></p> <p>CUSP's research on sustainable prosperity needs to be aligned with effective advocacy in order to lead to societal change. This effort to intertwine academic research and advocacy has placed CUSP as an important voice in the debate on sustainable economy: for instance, CUSP has been directly cited by institutions and governmental agencies, such as the House of Lords and the German environment agency.</p> <p>The purpose of this role is to bring strategic support to CUSP. The post holder will develop a strong advocacy strategy to communicate our work to a wide but focused audience. They will engage closely with policy makers, business and civil society leaders and the media in the UK and EU.</p> <p>The Advocacy Officer will collaborate closely with researchers, CUSP's communications partner and the University of Surrey's experienced communications and PR team, to develop a powerful 'voice' for CUSP's vision.</p>			
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Identify areas of CUSP work to highlight to policymakers and business leaders</li> <li>• Use key political moments to make our work recognised and visible</li> <li>• Support CUSP's work with the APPG on Limits to Growth in the UK, the European Economic and Social Committee (EESC), the European Commission and the European Parliament.</li> <li>• Develop an Advocacy Strategy for engaging policy makers on some of our key topics</li> <li>• Lead and manage a series of high-level briefings for business leaders, policymakers and CUSP partners</li> <li>• Regularly monitor EU and UK legislative initiatives and sectorial media outlets to identify key media and social media trends</li> </ul>			

**All staff are expected to:**

- Live the University's values of inspiration, innovation, inclusivity, and integrity.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your line Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

**Further Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

- The Advocacy Officer will look to develop partnerships with UK and EU based organisations to build a programme of invite-only events, exclusively available to policymakers (MPs/MEPs/Government leaders)
- The objective with these events will be to grow a network of change among the business and policy communities.
- The Advocacy Officer will also evaluate sponsoring opportunities and speaking slots in third party events where CUSP leadership will be able to spread their message.

**Problem Solving and Decision Making**

- Through CUSP's role as Secretariat of the APPG on Limits to Growth in the UK, it has become clear that engaging with policymakers and responding to political opportunities is time intensive. The Advocacy Officer will identify these opportunities to influence policies, attract policymakers and develop engagement and cultivate opportunities for policymakers in the UK and EU

**Continuous Improvement**

- Build and maintain trusted working relations with colleagues and senior leaders
- Build and maintain trusted working relations with policymakers and parliamentary staff
- Participate in regular training, both internal and external to maintain an understanding of the political landscape and how best to topically engage with policymakers

**Accountability**

- Responsible for the development and execution of the advocacy strategy and its key priorities as part of a medium to long term timeline
- Maintain the high expected quality of parliamentary events through the APPG on Limits to Growth

**Dimensions of the role**

- This role is part of the Centre for the Understanding of Sustainable Prosperity and reports to the Director
- This role is collaborative and the expectation is to work with colleagues in the CUSP Coordination Team

**Supplementary Information**

- The post holder may be required to work out of hours occasionally to either support functions or events that are directly related to their role.

**Person Specification**
**Qualifications and Professional Memberships**

Degree level qualification, Professional Qualification (e.g. Postgraduate Diploma, Certificate in Journalism), or the equivalent with several years' relevant experience in a communications role.

Or:

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience in public affairs roles.

E

<b>Technical Competencies (Experience and Knowledge)</b>	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Knowledge of UK and EU legislative process	E	3
Experience of working in a policy environment	E	3
Experience of devising an organisation's strategy, and then delivering it effectively	E	3
Demonstrable experience of delivering activities including monitoring, reporting, and spotting opportunities to influence policy makers that makes change happen	E	3
Excellent stakeholder engagement skills and demonstrable ability to build networks and influence colleagues positively	E	3
Experience of organising and delivering events including preparing visit plans and briefings (written and verbal) for key stakeholders	E	3
Strong written and verbal communication and interpersonal skills	E	3
Experience of working in Higher Education	D	n/a
Good command of French, German or Spanish language	D	3
Good command of MS Office	E	3
<b>Special Requirements:</b>		<b>Essential/ Desirable</b>
Flexibility to work outside normal office hours, if required		E
<b>Core Competencies</b> This section contains the level of competency required to carry out this role.		<b>Level 1-3</b>
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision-Making Skills		3
Managing and Developing Performance		2
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		3
Strategic Thinking & Leadership		3
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should any significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
<b>Organisational/Departmental Information &amp; Key Relationships</b>		
<p>Background Information</p> <ul style="list-style-type: none"> <li>Over the past five years, we have created a vibrant community of researchers, working closely with government, business and civil society to articulate the foundations of a more sustainable and just economy that works for all. We have worked closely with the Laudes Foundation on two learning grants that have developed our capacity for political advocacy and our emerging understanding of the 'care economy'. We now have a general operating Laudes grant that combined with the organisational development will deepen our research capability and enhance our advocacy at a critical time for society.</li> <li>Overall we have learnt that the process of bringing postgrowth research into policy is time-intensive and at times painstakingly slow. It requires patience and detailed attention to political process. Hence, with this grant we look to recruit an Advocacy Officer who can lead and support this work and develop a defined strategy for engaging policymakers and business leaders, in Europe as well as the UK.</li> </ul>		

Department Structure Chart

