Job Description for Legal and Policy Specialist (Ocean)

About us

We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

About role

The Ocean Campaign seeks an improvement in the status of marine ecosystems and wildlife by reducing threats posed by marine plastic pollution, commercial fishing gear and the commercial exploitation of whales, dolphins and porpoises. This role will be working in our global plastics policy team supporting efforts to secure a legally binding treaty on plastic pollution alongside other complimentary policy measures at the national, regional and international level.

Salary

Grade 3 (i) £38,000 - £42,000 depending on experience

Deadline for applications

11th December 2022

Main purpose of position:

The Legal and Policy Specialist, reporting to the Ocean Campaign Leader, will be responsible for providing legal and policy advice related to the campaign priorities, including attending relevant international meetings (virtually and in-person), reviewing legal and policy documents and providing analysis to the team and working closely with the campaigners on the development and implementation of legal and advocacy strategies.

The main functions of the position are:

- In collaboration with the Ocean Campaign Leader and other team members, to develop and deliver high impact campaigns and legal strategies to advance EIA’s strategic priorities and programmatic objectives related to plastic pollution;
- Develop and maintain a working knowledge of plastic pollution and related environmental and human health threats, including knowledge of relevant political,
legislative, and regulatory frameworks, with the ability to monitor for related emerging opportunities and risks;

- Prepare legal and policy analyses, recommendations, briefing documents, written comments and educational materials for submission to governments, NGO partners, communities and the media;
- Advocate for ambitious national and international environmental policies before policymakers and other audiences;
- Establish and maintain effective working relationships with partner organisations, relevant agencies, governments and intergovernmental organisations, as well as other NGOs and networks to achieve EIA’s strategic goals.

Organisational matters:

The Legal and Policy Specialist will be line managed by the Ocean Campaign Leader and will work in cooperation with relevant members of staff in all Departments to fulfil the responsibilities below. In the absence of their line manager, the Ocean Campaigner will report to the Senior Lawyer and Policy Advisor.

The role is based in London, but we are open to considering candidates based in the EU.

Responsibilities:

Strategic Planning, Monitoring & Evaluation:

- Support the implementation of EIA’s oceans campaign strategy, with a particular focus on regional (EU) and international plastics policy
- Contribute to the production of the annual ocean campaign strategy and participate in EIA’s long-term strategic planning process
- Contribute to the campaign’s monitoring and evaluation
- Horizon scanning for opportunities for strategic policy and / or legal interventions on priority campaign issues
- Keeping abreast of ongoing advances in the plastics litigation and legislative space

Research, Publications & Campaigning:

- Carry out detailed research into legal, policy and technical aspects of the campaign
- Prepare legal analyses and other relevant legal and policy strategy documents
- Assist in the production of high-quality campaign materials, such as reports, briefings and videos
- Attend relevant UK and international meetings and represent the campaign to a range of contacts, such as politicians, civil society, industry and the media
- Organising, coordinating and participating in meetings and events with external partners to further campaign objectives
- Assist in the development of media, online content, webinars and other informational materials
- Develop and maintain effective working relationships with external contacts

Information Management:
• Monitor and share media and other communications of campaign interest with other staff
• Ensure contact lists are kept up to date and available to the team
• Ensure all campaign paperwork and files are organised and accessible
• Participate in weekly team-meetings and relevant cross-organisational meetings
• Assist with responding to public enquiries
• Produce back to office reports according to the agreed template
• Write up notes from meetings and circulate to the rest of the team

Financial Planning & Budget Management:
• Produce budgets for all project-related activities prior to expenditure
• Complete reconciliations, accurately reporting expenditure incurred during trips

Income Generation:
• Assist the Campaign Leader and Fundraising Department with campaign fundraising, including the production of reports and proposals for donors as requested

Human Resource Management:
• No line management responsibilities, but the Legal and Policy Specialist may supervise allocation of tasks for volunteers and review outputs