

Policy Team and Team Co-Lead

(f/m/d)

Deadline: TBD
About: 5-10 hrs/week (occasionally more during political peak times)
Start: ASAP
Location: Remote / Home office
Payment: Unpaid volunteer role

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About Volt

Volt is a pan-European political movement and party, active in more than 30 countries, that believes the challenges we face — from climate change to digitalisation to democratic backsliding — don't stop at national borders. Volt Switzerland is part of this movement, building progressive, pragmatic, and evidence-based policy for Switzerland and Europe.

About the Policy Team

The Policy Team is where Volt Switzerland's positions get built. We turn Volt Europa's pan-European platform into concrete Swiss policy, track legislation and political developments as they happen, and equip our spokespeople, campaigners, and future elected officials with the research and arguments they need. Recent work has included analysing the parliamentary debate over the so-called Chaos-Initiative.

Responsibilities of the Policy Team

- Researches and drafts policy papers, briefings, and position statements on topics relevant to Switzerland (energy, migration, digitalisation, economic policy, and more)
- Tracks ongoing legislative and political developments and flag when Volt should respond
- Ensures Swiss policy positions stay consistent with Volt Europa's broader platform
- Collaborates with the communications and campaign teams to translate policy into public-facing messaging
- Participates in ad-hoc working groups and contributes to internal policy discussions and votes
- Manages political community events, such as Townhalls, Quarterly Votes, etc.

Policy Lead Description

A Policy Lead sits at the head of the Policy Team and owns the coherence and quality of everything the team produces, rather than doing all the research and writing themselves.

About the role

- Setting direction: deciding which topics the team prioritizes in accordance with the national strategy (e.g. energy policy given the current nuclear referendum, migration, digitalisation), based on what's politically live and where Volt Switzerland needs a position.
- Coordinating the team: assigning papers and briefs to team members or working groups, setting deadlines, and making sure work doesn't duplicate or contradict itself across topics.
- Manages timelines and deadlines: sets and tracks deadlines for policy papers, briefs, and positions in accordance with the party's legislative and campaign calendar — e.g. parliamentary session dates, referendum signature deadlines, etc.
- Quality control and final sign-off: reviewing drafts for accuracy, argumentative rigor, and consistency with Volt Europa's platform before anything goes external.
- Representing the team: acting as the point of contact between the Policy Team and the Board, spokespeople, and campaign team if needed.
- Keeping consistency with Volt Europa: making sure Swiss positions stay aligned with the pan-European platform, and flagging where national circumstances justify a different emphasis (e.g. Attends regular EUR functional meetings).
- Recruiting and mentoring: helping onboard new volunteers to the team, delegating according to people's interests/strengths, and building institutional knowledge so the team doesn't lose expertise when people rotate out.
- Coordination and alignment with the Volt Europa Policy team, as well as exchange with Policy leads of other chapters by joining regular exchange calls.

Position and Hierarchy

Team	Policy Team
Reports to	National Board
Works closely with	National Board
Coordination	Monthly team calls + ad hoc check-ins as needed

About you

- At least 18 years old,
- A registered member of Volt Switzerland,
- Fluent in English, as well as in at least one national language such as German, French or Italian.
- Self-starter with strong organisational skills
- Good communicator who can engage people from diverse backgrounds
- Genuine alignment with Volt's values and pan-European vision
- Ability to work independently and take initiative

Desired skills

- Prior experience in a party, NGO, student organisation, or volunteer network
- Strong organisational and/or research skills
- Familiarity with swiss politics

Your benefits

- A strong network within Volt Switzerland and across the broader Volt Europa movement
- Direct influence over how Volt grows and is perceived in our community
- Access to internal trainings, resources, and a supportive team of like-minded people
- The opportunity to be part of something genuinely new in Swiss politics

Next steps

Interested in becoming a Policy Lead or a team member (or want to learn more)?
Contact us at info@voltswitzerland.org. To apply, fill out our [application form](#).
Shortlisted candidates will be invited for a brief introductory call.