

We are housing Scotland

sfha
Scottish Federation of
Housing Associations

Public Affairs Intern

Salary: £21,920
Responsible to: Director of Public Affairs & Communications
Type of Position: 6 months Fixed Terms Contract

Job Overview

The Public Affairs intern will provide support in building SFHA's relationships with Scotland's politicians and policymakers, in order to achieve the change our members have told us they need to see.

Working with the Director of Public Affairs and Communications and other colleagues, you will provide support in arranging, managing, and following up meetings, draft briefings based on our excellent policy work and identify opportunities to put our members' arguments to politicians.

Role Outline

Main duties and responsibilities

- Review the Scottish Parliament's daily Business Bulletin and other relevant sources of information to identify opportunities for influence
- Draft briefings based on existing policy work to inform parliamentary debates
- Arrange, manage and follow up meetings with politicians and, where relevant, with our members
- Keep our database up to date to ensure we have accurate records of our political relationships
- Work closely with the Communications team to give due prominence to our work with politicians

Person Specification

Essential

- Excellent written English
- Meticulous attention to detail
- Enthusiastic and willing to learn
- Familiarity with Microsoft software
- Interest in politics and public policy

Desirable

- Understanding of Scottish political landscape
- Familiarity with Office 365 and Salesforce