



THE OPEN SEAS TRUST, SC045699

Job Description – Public Affairs Manager
Salary – £36,000 + depending on experience
5 day per week, reporting to the Head of Policy & Operations
Location – flexible

JOB PURPOSE

To engage with the Scottish Government, Scottish Parliament, MSPs and decision makers. To progress advocacy relating to Open Seas objectives, including raising awareness of issues of damaging and illegal fisheries, as well as opportunities to promote marine conservation and sustainable practices. You will work closely with the Head of Policy & Operations to deliver Open Seas political strategy and secure opportunities for change, but also lead on political work yourself with creativity. You will ensure the delivery of good outcomes for the marine environment and sustainable use of our seas.

JOB DUTIES

- Lead Open Seas engagement with Scottish Parliament, MSPs and Scottish MPs
- Responsible for delivering Policy Strategy and securing opportunities for Open Seas asks
- To maintain oversight of Open Seas political engagement
- To monitor parliamentary process, opportunities and gather information about political situation
- Secure engagement with MSPs at key opportunities
- Organise events for Open Seas and collaborators for Scottish politicians
- To effectively communicate outcomes of work with Open Seas team and ensure effective join up between policy and campaigns work
- To assist with development of campaigns strategies as required
- Work closely with and deliver task and objectives agreed with Head of Policy
- To assist Head of Communication and Campaigns with relevant media work
- To support the Open Seas team in wider work

ESSENTIAL CRITERIA

At least three years' experience working in Policy or Parliamentary role
Highly organised
Excellent communication skills
An excellent understanding of Scottish politics and political system
A proven track record delivering policy objectives in Scottish or UK parliament
Able to effectively manage and prioritise own activity
Good accuracy and attention to detail with all tasks
An understanding of marine conservation
Willingness to work from home and in small team

DESIRABLE CRITERIA

Experience and commitment to the values of the voluntary sector
A willingness to partake in other work of the organisation
Experience working with fishermen and marine stakeholders
Experience with UK and Scottish fisheries policy