

Job Description & Person Specification

Post: Policy and Public Affairs Officer

Salary Banding: Level 5 (£24,750 rising to £25,234 within 1 year.)

Our policy and public affairs officer connects with and influences politicians and senior decision makers. Our goal is to make society better for people who poor mental health and their families.

In this critical role you will work closely with the Director of Public Affairs and Communications to develop and implement a policy and influencing plan, ensuring that the voice of the people we support and their families is heard in all the places they need to be. You will build powerful relationships with politicians, civil servants and partners and feel comfortable representing the organisation. You will love policy and public affairs, enjoy mastering details and offering sound advice. You will respond on behalf of the organisation to consultations and events and will be comfortable doing lots of research and writing.

What I do and what I achieve

- I ensure that we have a robust policy and public affairs process in place to respond to events and consultations, setting up meetings with influencers, writing the briefings for those meetings and recording our interactions on the lobbying register.
- I develop and implement a policy and public affairs plan which means we engage with external stakeholders, have our key messages disseminated and ensures that the voices of our members and the people we support are heard at all levels.
- I collaborate on key communications documents and channels including with our newsletter, website and support the high quality use of our social media channels.
- I take ownership of remaining current on all policy developments in fields relevant to Support in Mind Scotland's work and take it on myself to ensure I am up to date and well informed of recent developments.
- I write briefings for the Director of Public Affairs and Communications, the CEO and board as needed.
- I organise and undertake the administration of events that support our policy platform whether that be events, party conferences, cross party groups, parliamentary receptions or other activity that support the charity.
- I support the work of the National Rural Mental Health Forum, manage the website and organise/support meetings.

Who I am

- I am passionate about policy and public affairs, the difference that they can make and using the public realm to improve things for people who experience mental illness and their families.

- I am both a people person that can make great relationships with folk, plus I am organised and enjoy immersing myself in detail.
- I have a strong, demonstrable knowledge and experience of working in policy and public affairs.
- I am comfortable and adept with the tools of the modern world including various online communication platforms and social media.
- I have a positive and enthusiastic 'can do' attitude and thrive on working in a dynamic workplace where I understand that everyone needs to be a leader.
- I have excellent literacy and research skills and I am very comfortable reading, comprehending and writing. I enjoy making complex things simpler and more relevant for others.
- I have excellent interpersonal skills and work well with others. I can demonstrate how I have built relationships with external stakeholders.
- I am able to work under pressure and to exacting timelines and produce high quality work at all times.
- I am ambitious about what I, my team and the organisation can achieve. I see a challenge as an opportunity to improve and deliver outstanding service and support. I am a change-maker.

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify my line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.
- To be friendly, polite and professional to all staff, members of the public and people we support.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.