

Job Description and Person Specification

Job title:	Policy and Campaigns Officer
Hours of work:	Full time (37.5 hours per week)
Salary:	£30,000
Holidays:	36 days, including public holidays
Location:	Hybrid working (WFH and/or office based in Edinburgh or Glasgow)
Reports to:	Communications Manager

About Waverley Care

At Waverley Care, we take a positive approach to HIV, Hepatitis C and Sexual Health. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

We're also here for people living with HIV or hepatitis C, working with them to understand their needs and offering practical support that helps them to live well.

Everything we do is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

About the post

The Policy and Campaigns officer position is a key role within the Corporate Services Team (which includes communications and policy, research and engagement, head office and fundraising). this newly created position will support the work of the Communications Manager and work closely with the Chief Executive and the senior management team.

As we move closer to the target of zero HIV transmissions by 2030, you will play a pivotal role in raising our profile and strengthening our relationships with decision makers. Our ambition is for Waverley Care to be at the forefront of shaping sexual health and blood borne virus policy in Scotland. In addition to influencing policy, we want to use our position to create public facing campaigns that will work to improve the lives of our services users, for example by tackling stigma and discrimination. You will also be responsible for developing relationships with the media.

You will work proactively across the organisation to ensure consistent policy messages, and to inform campaigning and influencing activities by producing briefings, consultation responses, and other content. You will work closely with the Research and Engagement team to bring the outcomes of consultation with our communities to a wider audience.

You will support the senior management team and Communications Manager to implement campaigns and policy initiatives based on the experiences and needs of the people we work with.

You will also work closely with counterparts in other third sector organisations where we have shared goals.

About the person

We are looking for a highly engaged and motivated professional who can bring the following attributes to the role:

- A confident communicator, with experience of influencing policy and profile raising
- An experience storyteller with excellent copywriting skills
- A proactive individual with an infectious enthusiasm for driving forward a positive agenda for change
- An experienced campaigner, with a strong track record of engagement in the political arena and with the media
- A team player who can develop strong working relationships across a range of operational teams and external stakeholders
- A commitment to continued professional development.
- An interest in our work and the life changing impact it has.

Responsibilities and duties

- To lead on the development of an influencing strategy which is aligned to the organisations new strategic plan.
- To lead on responses to key government policies and developments linked to organisational aims and strategy.
- To work closely with the Communications Manager on the development of local and national campaigns.
- To communicate Waverley Care's vision and activities across Scotland to key stakeholders (including MSPs/MPs/Cllrs).
- To map out key contacts in the Scottish Parliament and ensure Waverley Care are a priority charity for consultation and inclusion on relevant group/committees.
- To effectively develop and communicate Waverley Care's position on a range of priority areas and topics, both internally and externally.
- To lead on developing engaging, inspiring and persuasive briefings, policy papers, Q&A documents and consultation responses to update decision makers, partners and the wider public on our work.
- To develop and maintain excellent relationships with the media
- To proactively build relationships with external organisations with shared goals
- To keep abreast of policy developments in the sector and communicate those as appropriate, both internally and externally.
- To work closely with communications colleagues and those in the research & engagement team to ensure the voices of the communities we work with are at the heart of our policy activities.
- Adherence to all the charity's policies, procedures and working practices.

Person Specification – Policy and Public Affairs Officer

Skills and Experience		
	Essential	Desirable
3+ years' experience working in a similar role	X	
Experience of producing high quality and persuasive written and oral communications, including clear and concise briefings, reports, presentations, etc.	X	
Experience of working in the third sector		X
Understanding of the decision making structures and political context of the work of Waverley Care	X	
Experience of influencing change	X	
Experience of effectively leading on projects	X	
Experience of working on campaigns		X
Experience of working with the media		X
Strong analytical skills	X	
Commitment to collaborative working	X	
Ability to work to tight deadlines while paying attention to detail	X	
Experience of drafting reports for senior staff	X	
Excellent IT skills and proficient in the use of key systems such as Microsoft 365	X	