

## Role Profile

### Role Description

You will work closely with Policy and Influencing teams in Scotland and across the UK, supporting with a variety of influencing and campaigning activities aimed at improving the lives of stroke survivors and those at risk of stroke.

The role will give you an opportunity to learn about the world of influencing, and how to deliver effective public affairs and campaigns activity to improve stroke prevention, treatment and care.

Your key responsibilities will include:

- monitoring political developments, and keeping colleagues informed of changes and opportunities that affect our work
- recording and tracking stakeholder contact
- attend, and support stroke survivors and colleagues to attend, meetings and events, including developing briefings
- support stroke survivors and the wider stroke community to campaign for improvements in stroke care, including creating online campaign actions
- working collaboratively with public affairs and campaigns colleagues across the UK

We are looking for someone with an enthusiasm for public affairs and campaigns and willingness to develop the skills needed in the role to help drive forward our influencing work.

**The role is a part-time fixed term position. 16 hours a week for 14 weeks at 10.90 per hour.)**

### Skills this role will help you to develop:

- Political monitoring
- Developing public affairs briefings and campaign materials
- Communicating to different audiences

- Supporting with online campaigning
- Desk-based research
- Administrative support
- Engagement with stroke survivors and wider stroke community
- Coordinating and supporting influencing events

### **This might be the role for you if:**

- You have an interest in starting your career in the charity sector.
- You want to learn more about working in public affairs and campaigning.
- You have an interest in empowering people to influence decisions that affects health and social care.
- You are able to communicate effectively with a range of different people in writing, over the phone and in person.
- You are able to undertake desk-based research.

### **This role will help you:**

- Gain experience in public affairs and campaigns with a national charity
- Develop public affairs and campaigns skills
- Learn about government health policies, how charities decide a position on issues, and choosing influencing approaches
- Develop verbal and written skills to communicate effectively with a range of audiences (MSPs/MSs, Civil Servants, local councillors, people affected by stroke).
- Gain experience of online campaigning
- Gain experience of working as part of a team as part of a UK-wide organisation.

### **Support and training provided:**

- Ongoing and regular support as the role requires.
- Opportunity to take part in external learning and networking activities.

<b>Stroke Helpline</b>	<b>Website</b>	<b>Phone</b>	<b>Fax</b>	<b>Textphone</b>
0303 30 33 100	<a href="http://www.stroke.org.uk">www.stroke.org.uk</a>	020 7566 0300	020 7490 2686	020 7251 9096

A Company Limited by Guarantee, registered in England and Wales (No 61274). Registered office: Stroke Association House, 240 City Road, London, EC1V 2PR

Registered charity in England and Wales (No 211015) and in Scotland (No SC037789). Also registered in Isle of Man (No945), Jersey (NPO 369) and serving Northern Ireland.

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### Location of the role:

- Remote-working from home with travel to events and meetings around Scotland as required.

### Role start date and contract term:

- April 2023 start date, for 14 weeks, ending July dependent on start date.

*A Disclosure and Barring Service (DBS) check is not required for this role.*

Main contacts for this role:

#### **Scotland**

Katie MacGregor – Public Affairs and Campaigns Officer, Scotland

Email: [Katie.macgregor@stroke.org.uk](mailto:Katie.macgregor@stroke.org.uk)

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