



**Social  
Investment  
Scotland**

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JOB SPECIFICATION

## **Policy & Public Affairs Manager (Financial Inclusion for Scotland)**

April 2023

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## JOB SPECIFICATION

# Policy & Public Affairs Manager

### SALARY

c. £35,000

### LOCATION

Hybrid working from home, Edinburgh head office and/ or other community venues.

### RESPONSIBLE TO

Head of Impact

### CONTRACT TYPE

Fixed Term for two years, up to 35 hours per week, with flexible working arrangements



## Social Investment Scotland

### Our values

- Purpose: we are purpose driven- we are committed, innovative and impactful.
- Integrity: we do what we say- we are reliable, honest and consistent.
- Unique: We embrace the power of difference- we are inclusive, open and ethical.
- Partnership: We grow strong partnerships- we are collaborative, confident and respectful.

### About us

Social Investment Scotland (SIS) are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

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Our strategy to 2030, 'Building an Impact Economy', highlights our approach to enabling social and environmental impact through our society and economy. By 2030, we aim to provide 5,000 enterprises with the tools, support, inspiration and connections to create greater social impact; and to connect 5,000 social entrepreneurs, enterprises and third sector organisations with mission-aligned investment and support.

Financial Inclusion for Scotland ('FIFS') was established by SIS, with a range of partners, in 2022. The vision of FIFS is to ensure financial inclusion across Scotland, with easy access to fair loans, savings, insurance products and financial wellbeing tools for everyone, and help where it is needed. The members of FIFS are collaborating to develop a financial inclusion strategy for Scotland that will strive to achieve this vision.

At SIS, we value diversity of people and ideas. We have been developing DEI activities over a number of years, with a concerted effort over the last two years to progress DEI across all our activities. We work alongside expert partners to provide ways for the SIS team, board, investees, customers and other stakeholders to develop their own knowledge, confidence and DEI practice. [This statement](#) describes why we consider DEI important; our approach; DEI actions so far, and our aspirations for the future.

## Purpose of role

The Policy and Public Affairs Manager role presents an exciting opportunity to play an important part in the growth and development of the work of FIFS, whilst working as part of the SIS team. Supported by the Head of Impact, and working closely with the Chief Executive and other members of the SIS team, the Policy and Public Affairs Manager will play an important role in contributing to the development of the work of FIFS in pursuit of its mission.

FIFS has a number of aims:

- The availability of fair and affordable credit, especially to vulnerable people.
- Easy access to fair banking services including basic current accounts and savings accounts.
- Easy to use and stigma free money management advice and debt services, including via digital channels. And
- More collaboration and sharing of data and insights, leading to innovation and more inclusive outcomes.

FIFS has an independent Chair, Stephen Pearson, and members as follows:

- Association of British Credit Unions (on behalf of Scotland's Credit Unions)
- Fair4All Finance
- FinTech Scotland
- Money Advice Service
- Money & Pensions Service
- Salary Finance
- Scotcash
- Scottish Financial Enterprise
- Social Investment Scotland

The Scottish Government also attend meetings.

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Under a defined operating plan, that the Policy & Public Affairs Manager will be involved in the development of, the jobholder will support the group with the co-ordination and development of a financial inclusion strategy for Scotland. This will involve supporting the group with research and feasibility that aligns with its various workstreams, as well as engaging with a range of stakeholders aligned with the work of the group.

## Responsibilities

This role is varied and involves being flexible in support of the needs of SIS but as a focus you will:

- Work with the Head of Impact, as well as the SIS CEO and FIFS Chair and other key stakeholders to help design, manage and deliver a policy agenda and stakeholder outreach programme aligned with the aims and objectives of FIFS.
- Identify and build relationships with key political and policy stakeholders who we need to work with or influence to achieve our mission and to amplify the messages of financial inclusion.
- Build strong and collaborative working relationships with FIFS members, particularly with corresponding policy and public affairs posts to ensure that the work of FIFS is aligned with the ongoing activities of members.
- Manage policy projects, including drafting project plans, timelines and budgets, in collaboration with key internal and external stakeholders.
- Monitor the shifting national policy and political landscape, including parliamentary enquiries, consultations, political briefings and government announcements, and advise internal and external stakeholders- and in particular FIFS members- on opportunities and risks.
- Build good relationships with peer organisations and stakeholders and identify opportunities for collaborative working in pursuit of the vision of FIFS.
- Organise high quality events and policy seminars (online and in person) to raise the profile of the work of FIFS. This will include, in particular, an annual conference event on the anniversary of the formal launch of FIFS.
- Manage the creation of a range of high-quality written outputs for various outputs for various audiences, including policy briefings, blogs and consultation responses.
- Represent the work of FIFS at external meetings and events.
- Co-ordination of the meetings of FIFS, as well as acting as a secretariat for these meetings.
- Although the primary focus of the role will be to support the work of FIFS, the role will also support the wider activity of SIS and SIS Ventures and the broader strategic aims of our ten year strategy, Building an Impact Economy.

## Relevant Skills and Experience

To be successful in this role, we're looking for someone with:

- Significant knowledge and experience in a similar policy-related role, with a demonstrable track record of delivering strategic policy activity, including policy analysis, actively contributing to informing and influencing policy agendas, policy formulation and policy implementation.
- Experience of devising and delivering a public affairs strategy and must have a good understanding of Scottish and UK politics, the financial services sector and civil society.
- An established network across relevant organisations with a proven track record of building relationships across diverse stakeholder networks.
- Excellent written and interpersonal communications skills as well as strong administrative and organisational skills.

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- Self-motivation and who is comfortable working with minimal supervision.

### Personal Qualities

- A demonstrable affinity with the values, mission and vision of the SIS Group.
- A positive attitude and an ability to find creative and flexible solutions in a growing business.
- Resilient when faced with challenges, deadlines and changing solutions.
- An approachable, empathetic manner, quickly forming trusted relationships with colleagues and partners.

### Benefits of working at Social Investment Scotland

We will ask a lot of successful candidates- but in return working life at SIS offers:

- The privilege, and responsibility, of working for a leading organisation with an ambitious mission.
- Competitive salary and benefits package.
- Flexible and hybrid working arrangements.
- A range of formal and informal training and learning opportunities.
- 39 days holidays (including mandatory days for Christmas and New Year).
- Competitive pension scheme.
- Life insurance.
- Hybrid working arrangements. Our team is primarily based at home with occasional days in SIS's Edinburgh-based office (agreed on case-by-case basis). Team members can also use community or co-working venues. Face-to-face attendance at team events is expected; these events are usually in Edinburgh, although may take place in other locations in Scotland.
- Team social events.

### How Do I Apply?

To apply, follow this link: <https://app.beapplied.com/apply/hl8suyxivd>

The closing date for applications will be Monday 17<sup>th</sup> April at 9am with interview stages to follow thereafter.