

Social Enterprise Scotland



Job Title:	Policy Officer
Responsible to:	Policy and Public Affairs Manager
Time requirement:	Full Time
Salary:	£25,000 per annum
Location:	Based in Edinburgh (remote/hybrid working may be considered), however the post will involve occasional travel throughout Scotland and the post holder may be required to work occasional evenings and weekends as required, for which, time off in lieu will be accrued.

PURPOSE OF THE JOB

The purpose of this role is to work with the Policy and Public Affairs Manager to inform, develop and undertake policy and research projects that will deliver the policy objectives of Social Enterprise Scotland and therefore maximise the economic and social impact of the social enterprise movement in Scotland.

KEY RESPONSIBILITIES

Monitor and record relevant policy news, consultations and research from local and national government and other policy bodies.

Administer our national policy forum, the CPG on Social Enterprise in The Scottish Parliament.

Co-ordinate and administer policy webinars, events and other policy forums.

Collate, categorise, analyse and manage key policy stakeholders including MSPs, Scottish Government officials and local government officers.

Engage members through contributing to strategic blog posts, policy action alerts and outreach.

Plan and coordinate policy-related events such as focus groups or briefings.

Manage policy interventions for members, in partnership with the Policy and Public Affairs Manager.

Work with the Policy and Public Affairs Manager on other policy duties such as drafting responses to consultations and policy responses to member and public enquiries on sensitive issues.

Draft policy briefings for the SES staff team and external stakeholders.

Attend meetings both in-person and online with key policy partners.

Contribute to the design, development and delivery of research projects/activities.

Other duties such as the recording and reporting of key policy information.

ADDITIONAL

Demonstrate commitment to supporting the development and growth of the Social Enterprise movement in Scotland.

Promote SES's equal opportunities policies, both in respect of service delivery and employment issues; and to ensure the health, safety and welfare of the post holder, colleagues, members and visitors.

Cover for colleagues when necessary.

Other such duties as shall be required reasonably as part of the wider collaborative staff team.

Person Specification

Criteria	Essential	Desirable
<u>Relevant Experience</u> Experience of providing administrative support: organising events, noting meetings, updating electronic records Experience of creating content for websites and newsletters, briefings or similar Experience of collating and using research evidence Experience of working in and/or an understanding of the Scottish third sector Experience of working in and/or an understanding of the Scottish public policy landscape	E E	 D D D
<u>Knowledge/Understanding</u> Knowledge and experience of membership organisations. Knowledge and understanding of the SES membership landscape		D D

<u>Skills/Abilities</u>		
Excellent writing, copy editing, and proofreading skills	E	
Ability to analyse and synthesise a range of complex information quickly	E	
A demonstrable interest in policy, politics and/or campaigning	E	
Excellent communication and follow-up skills	E	
Highly organized with strong attention to detail	E	
Ability to work independently with minimal supervision	E	
Ability to meet multiple deadlines in a fast-paced work environment	E	
Proficient in Microsoft Office software		D
Confident and comfortable in engaging with a variety of stakeholders	E	
Ability to work collaboratively and effectively with member organisations	E	
Good listening skills	E	
Ability to write reports, keep records, and work within budgets	E	
Exceptional attention to detail	E	