

We are housing Scotland



External Affairs Co-ordinator

Salary:	Band E - £27,008
Responsible to:	Public Affairs Manager
Type of Position:	Permanent
Annual Leave:	29 Days & 10 Public Holidays (Pro rata for part-time posts)

Job Profile

Your focus will be on supporting the work of the public affairs, policy and communications teams as we seek to tell our sector's story to key audiences.

You will provide support to senior staff as they develop policy positions, engage with members and build relationships with Scotland's politicians and policymakers, to achieve the change our members have told us they need to see.

Main Duties & Responsibilities

Political engagement

- Review the Scottish Parliament's daily Business Bulletin and other relevant sources of information to identify opportunities for influence
- Draft briefings based on existing policy work to inform parliamentary debates

Policy development

- Carry out both desk-based and original research
- Support engagement with SFHA members through forums, focus groups etc
- Assist with the drafting of briefings and policy positions

Communications

- Draft content for our platforms and occasionally cover social media

Monitoring and data

- Keep our database up to date to ensure we have accurate records of our political and member relationships

General Duties

- Arrange and support meetings with members, politicians and policymakers
- Work with the communications team to keep our External Affairs Grid up to date
- Contribute towards effective knowledge management within SFHA
- Ensure compliance with, and implementation of, SFHA's policies, including those relating to health and safety, emergency procedures, equal opportunities, code of conduct and disciplinary procedures
- Undertake any other duties considered reasonable within the scope and purpose of the post as may be instructed by the line manager

Person Specification

Essential

- Excellent written English
- Meticulous attention to detail
- Enthusiastic and willing to learn
- Familiarity with Microsoft software
- Interest in politics and public policy

Desirable

- Understanding of Scottish political landscape
- Familiarity with Office 365 and Salesforce