



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Policy and Public Affairs Manager (Maternity Cover)
Salary range	£34,486 - £40,571
Hours of work	Full time – 35 hours per week (some evening and weekend work is required). Hours can be worked flexibly.
Area	Engagement and Influence
Base location	National Office, Glasgow with flexible home working
Responsible to	Director of Engagement & Influence
Last update	June 2023

Who Cares? Scotland is Scotland’s only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect and love for Care Experienced people in Scotland. At the heart of Who Cares? Scotland’s work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden their understanding of care and challenge stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy, and practice. We do this collaboratively to build on the aspirations of The Promise and secure positive change.

Purpose of the post

This role will contribute to this aspiration through supporting the delivery of a policy and public affairs influencing programme supported by members from across the country. The overarching purpose of this role is to develop our local and national work to influence elected representatives from across Scotland’s political parties in a way that is shaped directly and indirectly by the lived reality of the Care Experienced population in Scotland.

Main duties and responsibilities

- To lead work with politicians and other key decision makers, across local and national government, and other bodies, to influence policies and legislation to benefit Care Experienced people.

- To lead political influencing plans, working with regional teams to create opportunities for members to engage with decision-makers to influence.
- To support the team in developing and maintaining a political contact programme to ensure consistency and follow-up with our political engagement across the organisation, and support staff to record lobbying activity in line with the Lobbying (Scotland) Act 2016.
- To support the team in leading the development of a spokesperson programme for Care Experienced people to influence decision-makers and the media.
- To support national participation events, political engagement and policy and public affairs training with our National Representative Body.
- To ensure the views of Care Experienced members and advocacy evidence shape our policy responses and campaigning, and secure opportunities for influencing change.
- To lead the development of evidence-based influencing plans.
- To ensure Care Experienced members and Who Cares? Scotland staff are informed about relevant policy and practice developments through political monitoring and horizon scanning.
- To work collaboratively and strategically with partner organisations and represent Who Cares? Scotland and our Care Experienced membership in strategic forums.
- To carry out any other duties commensurate with the post as agreed with the Director.

Communication

The post holder will have key contacts with:

- Care Experienced people and members
- Corporate Parents and Public Bodies
- Elected Members in Local Authorities & the UK and Scottish Parliament
- Academics, Third Sector agencies and forums
- Who Cares? Scotland colleagues
- Scottish Government
- Scottish Parliament
- Appropriate funding bodies.

Working environment

The location of the postholder is flexible. Evening and weekend work, including occasional overnight stays, may be required.

We request at least one office-based day a week where possible.

Attitudes and values

Commitment to:

- Child and human rights.

- Working inclusively with an understanding of equal opportunities practices.
- Belief that people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with Care Experienced people of all ages, empowering them to make decisions about their own lives.
- Developing best practice through regular supervision and training opportunities.
- Inter-agency, inter-disciplinary working to improve outcomes for Care Experienced people.

Essential knowledge, skills, and experience

Qualifications:

- We are seeking an individual who can analyse, scrutinise, interpret, and present complicated and sometimes contradictory information to a wide range of audiences. It is likely that you will have acquired this skillset through studying to degree level, or through extensive experience of applying this in a work environment.
- Demonstrable continuing professional development in relevant areas.

Knowledge:

- Equality and human rights frameworks and the Human Rights Based Approach.
- The Promise.
- Current social policy, legislation and practice relating to Care Experienced people.
- Local and national government policymaking.
- Public affairs and Scottish Parliament procedures and processes.
- The issues affecting Care Experienced people.
- Knowledge of representation, leadership and/or rights-based participation models for marginalised groups.

Skills and competencies:

- A proactive attitude and drive to carry out projects to conclusion.
- Ability to influence others utilising excellent oral, written communication, and negotiation skills.
- Ability to network and build key relationships across a range of partners
- Ability to work with varied layers and levels within public sector, including board and senior management levels.
- Ability to work with local and national government representatives, including elected officials and cross-party political boundaries.
- Ability to manage flexible teams of staff to achieve challenging delivery objectives.
- Ability to control realistic budgets and keep track of income and expenditure.
- Ability to capture, evaluate and interpret data and communicate the impact of complex programmes of work.

- Ability to work under pressure and manage your time and workload effectively to meet deadlines.
- Resilience, particularly when faced with setbacks.
- Ability to form positive relationships with a wide range of individuals, particularly children and young people.
- Ability to motivate others, work collaboratively as part of a team and on own initiative.
- Ability to work some evenings and weekends, with possible overnight stays.

Professional experience of:

- Working at a management level in an organisation or service in the third or voluntary sector.
- Experience of developing and implementing strategies and operational plans.
- Experience of operating to financial targets.
- Experience of managing and reporting on multiple budgets.
- Experience of managing, monitoring and where necessary revising complex projects and work streams to meet operational objectives.
- Proven experience of successfully securing or contributing actively to the development of new partnerships and funded programmes or grants.
- Experience of being accountable to funders, boards and other stakeholders for the delivery of complex pieces of work including reporting on progress, performance monitoring and evaluation.
- Scrutinising policy and legislation.
- Writing policy briefings, consultation responses and reports.
- Delivering evidence-based campaigns.
- Data analysis and accessible presentation of findings.
- Working with marginalised groups.

We particularly welcome applications from people with experience of care who meet the criteria for the post.