

# *Job Description and Person Specification*

**Policy and Public Affairs Officer**

**June 2023**

## Job Description

<b>Job Title:</b>	Policy and Public Affairs Officer
<b>Contract:</b>	Permanent. 36.25 hours per week
<b>Location:</b>	Edinburgh Office (with some WFH).
<b>Salary:</b>	£28,769 - £32,398 per annum (depending on experience)

### **Mission Statement:**

To prevent youth homelessness and to support young people to build better futures.

### **Context:**

The Rock Trust is looking for a dynamic and experienced individual to deliver our Policy & Public Affairs work and help us End Youth Homelessness. For over 30 years Rock Trust has been providing life-changing support to young people. In the last year we have supported over 900 of them, more than ever before, and across more areas of Scotland.

We work in partnership with key leaders, decision makers and stakeholders across the sector to ensure that all issues relevant to youth homelessness and the action required to end it are understood and acted upon. To achieve this you will build persuasive, evidence-based policy positions with input into thematic policy areas. You will help to ensure that Rock Trusts policy recommendations deliver real change in the best interests of young people, and ensure Rock Trust continues to be seen as a credible and authoritative voice on Youth Homelessness.

This role will be based at our Edinburgh office, with some home-working and some travel to our regional offices.

### **Reporting to:**

CEO

## Responsibilities

### **Policy:**

- Co-ordinate the work of A Way Home: Scotland, a multi-disciplinary coalition to end youth homelessness.
- Draft policy, advocacy, and discussion papers for Rock Trust on relevant topics in consultation with the CEO.
- Build positive relationships with key political and policy stakeholders including MSPs, MPs, civil servants, policymakers, academics and others who can support our mission.
- Identify and collate evidence of impact, lessons and case studies from members and other practitioners.
- Monitor the shifting policy and political landscape, advising colleagues on opportunities and risks for Rock Trust and the realisation of our vision.
- Support key stakeholders to advocate for and support Rock Trust within the homelessness sector and beyond.
- Ensure Rock Trust are included in key external events including policy roundtables, party conferences, steering boards, and external commission.

### **Public Affairs:**

- Create press releases blog posts and statements in response to changing policy, media stories and statistic releases to further Rock Trust's mission.
- Create opportunities to build the Rock Trust's reputation and positioning in the sector, ensuring a co-ordinated and consistent approach
- Organise and manage a programme of contact programme for key personnel with MPs, MSPs and senior officials.
- Assist with developing and managing external media relationships to ensure that Rock Trust is able to share its views and influence change.
- Support wider internal communications activity across the organisation when required.

### **Leadership and Development:**

- Provide effective and professional leadership, supporting and promoting the activities of Rock Trust and contributing significantly to building a high performing organisation.

- To supervise and guide the work of “Aff the Streets” worker who leads on the involvement of those with lived experience.
- To provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Identify and make recommendations for improvement to contribute to the continuous operational improvement of the organisation.

**Other:**

- Contribute to donor reports, newsletters, website content and other communications on policy and public affairs issues.
- In consultation with the CEO, represent Rock Trust at conferences, workshops, and other relevant groups/events.
- To act in accordance with Rock Trust values.
- To undertake other duties in line with the role as required.
- Support the upkeep of our relationships database.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

**Person Specification**

**Essential:**

- At least three years’ experience in areas related to third sector policy, public affairs and impact.
- Excellent policy development skills, being able to make evidence-based and credible positions on complex and nuanced subject matter.
- Strong analytical skills with proven ability to build data from various sources, analyse findings and present them clearly and accurately to make a clear and compelling case for policy and legislative change.
- Excellent communication skills including the ability to write clearly, concisely and persuasively in a variety of formats for a variety of audiences.
- Proven experience of organising own work, using initiative and setting priorities.

- Confidence in working as part of a team, with proven experience of working collaboratively with colleagues.
- Strong interpersonal skills to build and influence external networks and deal effectively and persuasively with internal and external stakeholders.
- Excellent organisation and time management skills with an ability to work to tight deadlines.
- Willingness to work on a flexi time system involving attendance at events outside of office hours.

**Desirable:**

- Relevant degree or qualification.
- Confident and proficient user of Microsoft 365 - MS word, excel and outlook.
- Experience of using a relationship management database.
- Knowledge of national and local housing and homelessness policy and campaigns in Scotland.