

**MND Scotland**

**Policy Lead**

**Job Pack**





## MND Scotland – About Us

### **About MND Scotland**

MND Scotland is the only charity in Scotland dedicated to supporting people with MND, their families, and friends.

Since being founded over forty years ago, MND Scotland has provided practical, financial, and emotional support to anyone affected by MND whilst also funding essential research into finding effective treatments and a cure.

MND Scotland is funded entirely by donations and grants. The charity's patron is Her Royal Highness, the Princess Royal.

For more information, visit [mndscotland.org.uk](https://mndscotland.org.uk).



## Policy Lead

<b>Hours:</b>	Full time (35 hours)
<b>Salary:</b>	Grade 6 – starting salary – £31,839.36 – £35,835.48 gross per annum dependent on experience
<b>Location:</b>	Glasgow office based with flexible working options and occasional travel across Scotland and the UK
<b>Directorate</b>	Support Development
<b>Contract:</b>	Permanent
<b>Reports To:</b>	Head of Policy and Campaigns

### Role Purpose

We are looking for a motivated, experienced and competent policy professional to fill our new post of Policy Lead.

MND Scotland's strategy 'Making Time Count' was launched in 2021. You will lead the policy work of our small policy, public affairs and campaigns team by delivering the policy priorities of this strategy.

People with MND, a rapidly progressing terminal illness, often wait too long for the statutory services that are essential to making their lives, and those of their loved ones, a little bit easier.

You will help us ensure that policy makers across Scotland, and the UK, understand the problems people affected by MND face, and what needs to change to improve their lives – now. For people affected by MND, there is no time to lose.

### Key Responsibilities and Accountabilities

- Build and maintain a strong working knowledge of the policy issues that impact on the lives of people affected by MND, by working closely with those with lived experience; our support services team; and, analysing public policy.
- Keep abreast of emerging national and local public policy, attend internal and external meetings, and analyse data from a wide range of sources including our CRM in order to produce regular evidence-based reports to raise issues of concern, inform policy development, and identify new areas.
- Using this knowledge and understanding, develop policy positions to inform the work of our team and identify opportunities for the charity to influence public policy for the benefit of people affected by MND.

- Lead on the preparation of evidence-based policy statements, briefings, reports and consultation responses
- Establish effective relationships and partnership working with external stakeholders including politicians, third sector, national and local government, other agencies and bodies.
- Influence the shape of emerging policy and legislation for the benefit of people affected by MND by contributing directly to the work of the Scottish Government, Scottish Parliament, third sector and others, including coalitions and networks.
- Lead on engagement with people with lived experience of MND, through our People in Policy group, to enable them to fully contribute to our policy work and make a difference to the lives of those affected by the illness now and in the future.
- Produce and/or lead on the commissioning of research using a range of different methodologies
- Work closely with the Public Affairs Officer to ensure politicians, the government and political parties understand our policy priorities and the experience of people affected by MND.
- Work closely with our Support Services team to ensure understanding of problems faced by people affected by MND and what needs to change to improve their lives.
- Work closely with our Communications team to ensure effective communication of our policy work and that opportunities are taken to highlight the experience of people affected by MND and our policy positions.
- Contribute to the updating and maintenance of the relevant policy areas of MND Scotland's website.
- Continuous development and implementation of the policy work plan with regular reporting on progress.
- Undertake continued professional development as appropriate.
- Any other appropriate duties as reasonably requested.

## Essential Skills and Experience

- Significant experience in a similar role
- Significant experience of analysing policy and writing reports, briefings and consultation submissions
- Experience of working with people with lived experience and supporting them to shape policy work.
- Experience of working in partnership as part of a coalition, network or working group with, for example, third sector, government and other relevant agencies.
- Experience of reporting from a CRM to inform policy development
- Knowledge and understanding of health, disability, care or housing policy
- Knowledge and understanding of current social and political issues as well as the workings of parliament and government.
- Experience of interpreting qualitative and quantitative data to inform policy development

- Excellent written and oral communication skills including:
  - an ability to analyse complex material and present written findings in a clear, concise and accessible manner;
  - an ability to effectively verbally communicate policy positions to internal and external audiences.
- Excellent analytical and research skills
- Proactive networking and influencing skills
- Good knowledge and understanding of public affairs
- Ability to manage own workload while remaining aware of the need to consult and update as appropriate
- Ability to work as part of small, large and remote teams

## Desirable Skills and Experience

- Experience of working in a similar role for a health, disability, care or housing charity
- Experience of working with politicians and civil servants
- Experience of producing and/or commissioning social research (outwith academic studies)
- Experience of campaigning

## Essential Competencies

- An understanding of, and commitment to, the cause and vision of MND Scotland
- Excellent team player with ability to work collaboratively
- Ability to build and maintain positive relationships across a range of stakeholders
- Ability to empathise with and support people affected by MND, whilst establishing and maintaining appropriate professional boundaries

## Personal Attributes

You will be a passionate, motivated and conscientious policy professional with meticulous attention to detail. You will thrive on making sense of the relationship between the problems people face and the impact that public policy has on their lives. You will be an analytical and strategic thinker enabling you to establish what needs to change to improve people's lives and translate this into policy positions. You will be an exceptional (written and verbal) communicator, enabling you to powerfully outline a persuasive case which will influence national and local decision makers to make change happen.

You will have a warm, empathetic and supportive manner allowing you to build excellent relationships with people who want to share their lived experience with politicians and government. You will also enjoy working as part of small and bigger teams.

### Additional Relevant Criteria

We pride ourselves in operating in a flexible working environment and collaborative working is at the core of what we do. To ensure we achieve this, you will be required to work from our Glasgow city centre office on a regular basis.

This job description is current at the date of issue. As and when the work of MND Scotland develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

There will also be some travel across Scotland expected, particularly to Edinburgh. There may also be occasional travel across the rest of the UK.

## MND Scotland Benefits, Rewards and Employee Recognition

The information below provides a brief statement of the benefits, rewards, and employee recognition schemes available. Please check your contract of employment, company policies and individual rules for eligibility and terms and conditions.

MND Scotland reserves the right to withdraw, amend the scheme and change providers as appropriate.

Employee Support and Wellbeing	Pension Scheme	Eligible employees are automatically enrolled in MND Scotland's Group Stakeholder Pension Plan operated by TPT Pensions within one full month from their start date. Currently MND Scotland contributes 7.5% of gross basic salary and employees are required to make a minimum gross contribution of 3% of gross basic salary.
	Life Insurance	3 x base salary cover. This is a day one right for all staff.
	Annual Leave Entitlement	31 days leave per year, plus one additional day awarded for each year of service up to a maximum of 5 days.
	Employee Assistance Programme	(Counselling and Psychotherapy) Training, Coaching, Mentoring and Supervision. Mindfulness Workplace Meditation.
	Able Futures	A self-referral service which offers employees the opportunity to access mental health specialists that can help you cope with any difficulties that are affecting your focus and time at work.
	Enhanced Company Maternity Pay	Eligible employees (one year's continuous service)
	Enhanced association sick pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed. (6 months)
	Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court.
	Flexibly Working Environment.	

Employee voice and opportunities	Staff Survey	Have your say in the anonymous employee engagement survey.
	Staff Training	Opportunities to gain skills and receive formal training, participate in working groups (such as CRM, Staff Engagement) and undertake CPD.

Organisational Commitments	Disability Confident Committed Employer.
	Accredited Real Living Wage Employer.
	Menopause Friendly Employer.
	Equal Opportunities Employer.
	Supporter and Provider of Sanitary Products.
	Our Pledge to Mental Health.
	On site Mental Health First Aider
	Our commitment to continually review our benefits and wellbeing initiatives.

