



Job Description – Public Affairs Manager

Salary:- £36,114 + depending on experience

Working pattern:- 5 day per week, reporting to the Director

Location:- Scotland, flexible

Job Purpose

To engage with the Scottish Government, Scottish Parliament, MSPs and decision makers. To progress advocacy relating to Open Seas' objectives, including raising awareness of issues of damaging and illegal fisheries, as well as opportunities to promote marine conservation and sustainable practices. You will work closely with the Director to deliver Open Seas political strategy and secure opportunities for change, but also lead on political work yourself with creativity. You will ensure the delivery of good outcomes for the marine environment and sustainable use of our seas.

Job duties

- Lead Open Seas engagement with Scottish Parliament, MSPs and Scottish MPs
- Deliver Policy Strategy and securing opportunities for Open Seas asks
- Maintain oversight of Open Seas political engagement
- Monitor parliamentary process, opportunities and gather information about politics
- Secure engagement with MSPs
- Organise events for Open Seas and collaborators for Scottish politicians
- Effectively communicate outcomes of work with Open Seas team and ensure effective join up between policy and campaigns work
- Assist with development of campaigns strategies as required
- Work closely with and deliver task and objectives agreed with Director
- Assist Head of Communication and Campaigns with relevant media work
- Support the Open Seas team in wider work

Essential criteria

- At least three years' experience working in a Policy or Parliamentary role
- An understanding of Scottish politics and political system
- Excellent communication skills
- Able to effectively manage and prioritise own activity
- Highly organised
- Willingness to work from home and in small team
- A commitment to drive change for environment and society

Desirable criteria

- Experience and commitment to the values of the voluntary sector
- A willingness to partake in other work of the organisation
- Experience working with fishermen and marine stakeholders
- Experience with UK and Scottish fisheries policy
- An understanding of marine conservation
- Good accuracy and attention to detail with all tasks