

Job Description

Job title: Head of Policy and Strategy

Reporting to: BEFS Director

Hours: 37hrs per week (occasional evenings)

Salary: £42,000 depending on experience.

Term: Permanent (subject to organisational funding)

Location: The job is home-working based – the team all currently live in or near Edinburgh and Glasgow, with monthly in person team meetings. Policy meetings and events have previously taken place most frequently in Edinburgh (occasionally Glasgow, Perth, Stirling, Inverness).

Pension: Company pension Scheme: 5.5% contribution of gross salary with a minimum 2.5% additional employee contribution; alternatively, contributions can be made to a properly constituted pension scheme of your choice

Annual Leave: The annual leave is 35 days and *includes* public holidays (core to be taken 2 Christmas, 2 New Year, and 1 at Easter)

Notice: Three months.

Probation: There is a three-month probationary period.

To apply: Please complete the [application form](#) (in a Word document, CVs will not be accepted). Send your application attached to an email to: info@befsf.org.uk
NB: The subject of the email should read: Confidential – Job Application

Closing date for applications: **12 noon Friday 6th of December**

All applications will be acknowledged.

Interviews are expected to be w/c 16th of December.

For an informal discussion about the post, please contact Hazel Johnson, BEFS, hjohnson@befsf.org.uk

About BEFS

Built Environment Forum Scotland (BEFS) is the strategic intermediary body for Scotland's built environment sector, bringing together civic, voluntary and professional organisations that operate at the national level. As an umbrella organisation, BEFS informs, debates and advocates on strategic issues and policies affecting the built environment. Our aim is to communicate the importance of Scotland's built and historic environment to: policy makers at all levels of government, private owners and investors, and amongst professionals and voluntary organisations. BEFS is currently majority funded by Historic Environment Forum Scotland.

The role

BEFS seeks to appoint a Head of Policy and Strategy to coordinate policy development initiatives. This is a crucial and senior role within BEFS small team.

Working closely with BEFS Director and wider team, the role of Head of Policy and Strategy involves engaging with BEFS Member representatives on strategic policy and legislative developments relating to Scotland's existing and historic built environment; informing Members of strategic policy and legislative developments; co-ordinating sector views; and promoting these through consultation responses as well as legislative and lobbying opportunities.

The new post holder will ensure a strong level of stakeholder engagement and co-ordinated input into strategic activities. We are seeking the right individual, who enjoys strategic thinking alongside the detail of policy consultations, to join a small, friendly and busy team. At interview the candidate would be expected to talk to a number of different areas of BEFS work (see activity below).

Key responsibilities

This role involves leading on BEFS co-ordinated and strategic approach to policy and influencing strategic policy and legislation relating to the historic and built environment across Scotland. Key responsibilities include:

1. Consultation: Co-ordinate and compile responses to strategic Government (and other key stakeholder) consultations on behalf of BEFS and BEFS Members.
2. Advocacy: Develop shared statements (manifestos, legislative 'asks', written evidence to parliamentary committees etc) on strategic issues arising from within BEFS work.
3. Events: Working with colleagues and external stakeholders, plan and facilitate stakeholder engagement events which inform policy development and produce written reports for these events.
4. Secretariat: Act as secretariat to multiple working groups, preparing agenda and meeting papers, recording meetings and circulating minutes.
5. Horizon-scanning: Undertake regular horizon-scanning through contact with Government and key stakeholders, to identify key issues of interest to BEFS Members.

6. Communication: Provide colleagues with written material to communicate key messages arising from BEFS discussions (such as website content, blogs), and contribute strategic content to BEFS bi-monthly bulletin.
7. Project development: Develop and shape projects (from initial idea to project brief) which will inform/evidence advocacy activity.
8. Reporting: Provide and contribute to regular reports to funders and BEFS Board.
9. Facilitation: Provide facilitation for Members events, workshops and stakeholder engagement.
10. Team: Participate actively as part of a small and busy team, supporting and working with colleagues as necessary.

Key relationships:

BEFS Team:

Director – working with BEFS Director across all areas of BEFS policy and strategy work.

Communications Lead – Working with BEFS Communications Lead to shape strategic content and messaging.

Head of Operations – working with BEFS Head of Operations where required, to establish effective, efficient procedures, streamlining work and fulfilling reporting obligations.

Policy and Communications Officer – working closely with BEFS Policy and Communications Officer across policy areas, including research and drafting consultation responses.

Other:

40+ BEFS Member and Associate representatives, BEFS Board members, civil servants within Scottish Government, Minsters and MSPs, Historic Environment Scotland, and wider historic and built environment sector.

BEFS is an equal opportunities employer. [Please see our Fair Work and Equality, Diversity and Inclusion statements on BEFS website for more information.](#)

Person specification

If invited to interview, you will be asked to demonstrate how your experience meets the requirements of the post. We will look for evidence of past experience, and your approach to the key responsibilities outlined above.

Essential

1. Strong ability to demonstrate breadth of sector knowledge, particularly across policy frameworks.
2. Experience of the process of strategic policy and legislative development within Scotland, across the wider policy landscape.
3. Strong analytical skills, with an ability to distil policy information and stakeholder opinions, across a broad range of policy topics/disciplines in the built environment sphere.
4. Knowledge and experience of the historic and wider built environment sector, including key stakeholders and lead organisations.
5. Highly self-motivated, able to work flexibly, balancing priorities as necessary.
6. High attention to detail, with strong written and verbal communication skills, including facilitation experience.
7. Advanced use of IT packages including Office 365 and Adobe etc.

Desirable

1. Degree or post-graduate qualification (or equivalent experience) in built environment-related discipline (e.g., planning, conservation, surveying, archaeology, architecture) or public affairs.
2. Experience of stakeholder engagement/facilitation skills.
3. Confidence with online/remote working technologies and programmes such as Teams, Zoom. (Knowledge/familiarity of other programmes such as Miro, Eventbrite, SurveyMonkey, WordPress and MailChimp are also an advantage.)

BEFS expects all applicants to support the values, ethos and objectives of BEFS, demonstrating credibility and integrity, and proactively committed to championing equality, diversity and inclusion.

Overview of BEFS activity

BEFS ACTIVITY	DETAIL
<p>POLICY Consultation processes and responses Inform policy development. Engagement and advocacy on behalf of Membership with Scottish Government, Scottish Parliament, HES, Local Authorities, working groups, and further stakeholders and decision-makers</p>	<p>BEFS responds to a wide variety of consultations, Calls for Views, and related surveys on behalf of Members and the sector. BEFS responses are informed by Member expertise.</p>
<p>POLICY Events Inform policy development. Enhance sector capacity for strategic policy development</p>	<p>BEFS will collaborate and respond to developments in: Planning; Community/Land/Place legislation; and policies related to climate change, net zero and other areas of import to Members and the sector – meaningfully positioning the historic environment contribution across policy fields and wider policy landscape.</p>
<p>LOBBYING Events and Communications Scottish Parliament – engage on built & historic environment legislative agendas</p>	<p>Reactive and adaptive targeted briefings introducing Members to the new (and existing) MSPs focusing on constituency case studies, highlighting benefits, and expressing how using and maintaining our existing places provide positive outcomes for people across legislative agendas.</p> <p>Advocating for holistic approach to place in legislative agendas, and the role of the existing built environment.</p>
<p>LOBBYING Local Elections Communications</p>	<p>Lobbying in relation to the Programme for</p>

	<p>government and Parliamentary Elections. BEFS will work in collaboration across the sector on advocacy messaging for the elections in Local Areas in relation to cultural heritage.</p>
<p>MAINTENANCE Shared secretariat with Under One Roof, for Working Group on Tenement Maintenance. Maintenance and fabric first as part of Retrofit.</p> <p>Sector Advocacy & Messaging</p>	<p>BEFS ongoing work on Retrofit and Tenement Maintenance agendas and recommendations to Scottish Government and Parliament.</p> <p>BEFS will support this work and any measures in relation to forthcoming legislation such as Heat in Buildings end EPCs</p>
<p>TRADITIONAL SKILLS: Working with Skills Investment Plan, OPOF & HES on wider skills delivery</p>	<p>Working with Members and Associates to assess needs/sector development around skills provision and baseline approach to skills advocacy.</p> <p>Working closely with teams relating to Skills Investment Plan, Masonry Working Group, OPOF re traditional skills provision and training.</p> <p>BEFS will work to widen the understanding that those skills are seen as integral to meeting net zero targets.</p>
<p>Support of Parliamentary Working groups</p>	<p>BEFS has regularly been an active participant of Parliamentary Working Groups in relation to: Retrofit, Tenement Maintenance, Architecture & The Built Environment; Construction; Culture; and Towns & Town Centres.</p>

<p>Thought Leadership ‘challenge’ events – including Horizon Scanning and solution finding events.</p>	<p>Encouraging sector-wide discussion and debate – enabling clearer approach to policy, and better articulation of the benefits of heritage.</p> <p>Enabling solutions to be brought forward, challenged and refined. Providing a neutral space to explore strategic challenges to the sector, now and in the future.</p>
<p>OPOF - Sector Strategy Delivery</p>	<p>BEFS currently sits on the OPOF steering group. BEFS Chair and Director also attend the Strategic Historic Environment Forum (SHEF).</p> <p>BEFS will continue to work with the sector, OPOF delivery team and HES, to ensure that the strategy delivers against sector need, and fully realise sector opportunities to deliver positive outcomes across portfolios; supporting sustainable places for the future.</p> <p>BEFS aids facilitation and collaboration, supporting the successful implementation of the sector strategy through workshops, working groups, stakeholder engagement, advocacy and events.</p>
<p>SUSTAINABLE INVESTMENT AND CULTURAL ASSET MANAGEMENT</p>	<p>Promotion and adaptation of the Sustainable Investment Toolkit for sector use and benefit.</p>

	BEFS supports ongoing HES work on Cultural Asset Management and Values Framework.
SECTOR CONNECTIVITY – communications and connections	Support continued and enhanced partnership working across the sector. Share information clearly across the cultural and heritage sectors. Highlighting the interconnectedness of arts, creative industries, and place; to sustain economic, wellbeing and other social outcomes.
BUILT ENVIRONMENT DATA – continued development	Championing the need for data to evidence policy making, and sector sustainability; evidencing the role our sector can play in delivering Net Zero, the Housing Crisis and a sustainable future.
ADVOCACY	<p>Consistent advocacy messages which frame the sector as an essential part of social solutions, community sustainability, community wellbeing, climate solutions, sustainable growth,</p> <p>Ensure our existing historic places are understood as essential to wellbeing and climate solutions.</p>
BEFS COMMUNICATIONS and online engagement (press engagement, bi-monthly bulletin, website, blog posts, social media engagement etc)	BEFS produces a bi-monthly bulletin, featuring blogs from across the sector, has an active social media presence on Twitter and LinkedIn and engages with Press.

	<p>Championing and promoting Member and stakeholder activity through knowledge share and engagement, including aims to develop regular Member spotlight content.</p> <p>Planned rebranding of online offer for greater accessibility.</p>
<p>ENGAGEMENT Culture and Heritage</p>	<p>Continue to highlight interconnected nature of culture and heritage outcomes.</p> <p>Share information clearly across the cultural and heritage sectors.</p>
<p>BEFS WORKING GROUP Places of Worship Forum (POWF)</p>	<p>The working group was established in 2021 to deal with increasing number of places of worship in transition. Involving owners, funders, and those giving advice to owners, this group provides neutral, non-denominational, organisation and facilitated discussions; looking at strategic outcomes for places of worship.</p>
<p>BEFS WORKING GROUP Historic Environment Working Group (HEWG)</p>	<p>BEFS Members attend - at these meetings sector-wide updates are given and strategic topics are discussed. These discussions frequently inform policy responses. Further supporting events and meetings are formed to suit sector need.</p>

<p>BEFS WORKING GROUP Conservation Officers Group (COG)</p>	<p>BEFS supports as secretariat –providing joined up approach to policy and legislative change within Planning. Facilitating knowledge share and CPD opportunities, engaging directly with HES and other decision-making bodies.</p>
<p>COMMUNITIES Work with communities of place through Members as communities of interest.</p>	<p>Respond to, and support, community engagement agendas, and community wealth building agendas.</p>
<p>EQUALITY DIVERSITY AND INCLUSION Work with sector and Member organisations</p>	<p>Building on BEFS previous diversity work, BEFS will consistently and continuously champion a more diverse sector, interacting with new narratives for greater common understanding and collaboration of purpose. Enhance sector capacity and knowledge in this area.</p>
<p>NET ZERO & CLIMATE CHANGE</p>	<p>Path to Net Zero; fully integrating delivering Net Zero into all activity, including: advocacy and sector coordination, cross sector and portfolio working, identify skills gaps, research and data, leadership, evidence base. Research and strategy including looking at international good practice.</p>
<p>MEMBERSHIP The function of BEFS for knowledge exchange and interdisciplinary / cross-sectoral networking</p>	<p>BEFS is a membership forum and a ‘safe space’ for knowledge exchange and interdisciplinary and cross-sectoral networking. Connecting of activity and knowledge in the historic</p>

	<p>environment sector to enhance collaboration among organisations.</p>
<p>FACILITATION</p>	<p>Facilitation has played a strong role for BEFS as an income stream in past years. Working directly for the NTS, HES, other stakeholders, and facilitating Member events of all sizes has developed BEFS offer to the sector, which will be increased as a core part of BEFS work and income generation.</p>