

Job Description	<h2>Communications & Policy Manager</h2>
About SDSS	<p>The Self Directed Support Scotland vision is “A Scotland where quality Self-directed Support is available to all as a route to Independent Living”. Our mission is “to work collaboratively to incorporate local Independent Support in every aspect of social care design and delivery, ensuring the needs and views of people accessing social care support and their support networks are valued and represented.”</p> <p>SDSS is a Disabled People’s Organisation, a key partner in Scotland’s Independent Living Movement. We implement SDS policy and legislation at a national, strategic level, with responsibility for chairing major national forums. We also champion local Independent Support Organisations who provide quality advice and support for accessing Self-directed Support (SDS). We have a rapidly growing membership of independent and Disabled People’s Organisations and we aim to widen their influence in improving social care outcomes for disabled people and social care users.</p> <p>Our focus in recruitment is to find the <i>right people</i> first, and look at how the team can be built around the skills and experience of those who have passion and connection to user led organisations, issues in social care or the liberating ethos of the social model of disability.</p>
About the role	<p>The Communication and Policy Manager role is pivotal to delivery of our mission, taking the lead in policy implementation and development that involves coordination across strategic partners in Scottish Government, public and third sectors. All applicants will have confidence in contributing to and delivering our communication strategy across a wide range of events and media, including accessible formats and know how to articulate complex issues and positively engage our member organisations. They should also be able to manage staff and support the wider team to deliver national events.</p> <p>To attract maximum remuneration our Communications and Policy Manager would have experience in policy work specifically an understanding of Scottish social care reform. This would include SDS Improvement, Care Reform and the Personal Assistant workforce. This role has the potential to direct SDSS in its strategy and delivery and must represent SDSS confidently in these areas.</p>



	<p>Applicants are encouraged to say how the role could be adapted to meet their skills and needs, including the number of hours they would like to offer up to 35 (full time) and a likely minimum of 21 hours.</p>
Benefits & Outline Terms	<p>£36,500 – £40,500 per annum</p> <p>Full-time or part-time (F/T 35 hours, would consider P/T, minimum 21 hrs).</p> <p>Permanent, (usually) Monday to Friday, 9-5</p> <p>Seven weeks annual leave including public holidays.</p> <p>Contributory pension scheme, 6% employer contribution.</p> <p>Occasional weekend and evening work may be required.</p> <p>SDSS is an equal opportunities employer and applications from disabled people are particularly welcome.</p>
Location	Home/ Edinburgh Office based plus occasional overnight national travel. Remote working considered.
Reporting to	Chief Executive
Reports	TBC
Responsible for	<ul style="list-style-type: none"> • External communications and stakeholder engagement • Internal communications • Scottish Government & public affairs coordination and partnership working • Coordination of national policy and legislation implementation and development
Job Purpose	<p>Develop and coordinate delivery infrastructure for implementation of SDS policy and legislation</p> <p>Delivery across two main policy areas: SDS Improvement and Personal Assistant Workforce improvement</p> <p>Planning and implementation of SDSS external communications</p> <p>Lead on media management and internal (membership) communications/engagement.</p> <p>Coordinate the delivery of events and external/online inputs.</p> <p>Lead a strategic, integrated and proactive approach to all policy and communications activities</p>



Key Delivery Areas	<p>Management of strategic communication</p> <ul style="list-style-type: none"> • In conjunction with the CEO, manage Scottish Government communications. • Nurture relationships with Health and Social Care Partnerships, NHS, third sector organisations and other partners to help SDSS develop partnerships and that will have maximum, positive impact on issues relating to SDS. • Ensure that SDSS interests are represented at key stages of policy and legislative development by, for example: analysing policy documents and developing co-ordinated responses across the SDSS membership to Scottish Government (and other) consultations. • Be a powerful advocate for the objectives of SDSS within the field of disability, Health and Social Care Partnerships, and for and on behalf of member organisations. <p>Information and Media</p> <ul style="list-style-type: none"> • Ensure the SDSS websites remain effective communication/resource tools for people accessing social care, members and professional bodies. • Maintain and develop key digital resources such as the SDS Handbooks and Learning Hub. • To lead on-line and digital media activity including SDSS social media accounts. • To lead on production of SDSS publications and promotional materials, including information leaflets and compiling e-newsletters and bulletins. • Promotion of SDSS services such as Community Brokerage Scotland • To ensure all activities comply with accessibility standards and SDSS brand identity guidelines. • To liaise with the media over the work of SDSS, issuing press releases and actively seeking out opportunities for positive press coverage. <p>Policy</p> <ul style="list-style-type: none"> • Strategic implementation and development of all SDS related policy via national forums, partnerships, SDSS resources and publicity, e.g: <ul style="list-style-type: none"> ○ National SDS Collaboration ○ Personal Assistant Programme Board ○ SDS Improvement Plan and its <i>golden threads</i> ○ Disability Equality Plan
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Manage Reports

- Manage and develop line reports (TBC) to:
 - Ensure the SDSS' online searchable database of local SDS Information and Support Organisations is maintained
 - Ensure events meet agreed objectives
 - Ensure communications are coordinated and on message

Experience	Essential/ Desirable	Assessment
Key Indicator -		
A proven track record of success in a communications role within an organisation or project of comparable scope and complexity.	D	Application/ Interview
Experience of policy work, for example drafting consultation responses.	E	Application/ Interview
Experience in developing communication strategies.	E	Application/ Interview
Experience of producing high quality printed and digital content.	E	Application/ Interview
A proven track record of success in a policy role within an organisation or project of comparable scope and complexity.	D	Application/ Interview
A high degree of political and Scottish public policy awareness, including adult social care reform.	D	Application/ Interview
Experience of multi-agency and partnership working with senior level staff in the public and voluntary sectors.	D	Application/ Interview
Event planning and coordination experience.	D	Application/ Interview
Experience of liaising with media and issuing press releases.	D	Application/ Interview
Experience of working with decision makers to effect change.	D	Application/ Interview



Experience of managing budgets, and successfully achieving financial targets and objectives.	D	Application/ Interview/ Assessment
Experience of supporting a multi-disciplinary team, managing staff and improving team performance.	D	Application/ Interview/ Assessment
Personal experience of disability.	D	Application/ Interview
Personal experience of, or work-related experience in, a user-led organisation	D	Application/ Interview

Knowledge, abilities and skills	Essential/ Desirable	Assessment
Key Indicator -		
Able to demonstrate and articulate a clear understanding of diversity, equality and inclusion issues (and the implications for service planning and delivery)	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, including report writing and presentation skills, for a diverse range of situations and settings.	E	Application/ Interview/ Assessment
Educated to graduate level or equivalent professional qualification, or experience in relevant specialism with clear evidence of continuing professional and personal development.	E	Application
Ability to design and run multimedia campaigns, and produce high quality accessible content	E	Application/ Interview
Knowledge or confidence to utilise the following systems: Wordpress; Salesforce; Campaign Monitor; Eventbrite, Canva and equivalents.	E	Application/ Assessment
A sound knowledge of social welfare policies impacting on disabled people and their families.	D	Application/ Interview
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	D	Application/ Interview



Notes for applicants	
Please use Job Reference:	CPM25
Applications are made online at:	https://sdsscotland.formtitan.com/jobapp23
Closing date for applications:	Monday, May 5, 09:30
Expected dates for interviews:	Wednesday & Thursday, May 14 & 15
For more information about SDSS see:	https://www.sdsscotland.org.uk/
Contact for questions or arrange an informal chat:	Jeremy Adderley Operations Manager jeremy@sdsscotland.org.uk
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0800 841 1321

