

# SURF Policy & Advocacy Manager

## Job Description

To enable SURF to take a well-informed leading role, in inclusively developing and advocating community centred regeneration policy and practice, and the wider implementation of the [Place Principle](#).

In summary:

- Inclusive regeneration policy networking, research, development, analysis, and presentation.
- Facilitating participative engagement in the sharing of information, experience, ideas and opinion across SURF's members, networks, contacts and the wider public.

### Associated Main Tasks:

Inclusive regeneration policy networking, research, analysis, and presentation.

- Researching evolving policy and practice trends in community regeneration in Scotland.
- Building productive links with regeneration policy advisers in national and local government.
- Managing responses to policy consultations and producing a SURF Manifesto for Community Regeneration to inform policy priorities over each term of the Scottish Parliament.
- Taking opportunities for strategic and opportunistic engagement with relevant contacts, existing and potential.
- Representing SURF in policy influencing channels including Members of the Scottish Parliament, its Committees and Cross Party Groups.
- Writing and disseminating policy briefing papers, news releases and other SURF reports on regeneration policy and practice.
- Facilitating the Place Based Exchange Group in conjunction with partner organisations.
- Making presentations on SURF's interest in regeneration policy and practice developments to external policy groups and conferences.
- Supporting SURF's People in Place Practice Network, generating topics and providing any technical support when necessary.
- Representing SURF at, and contributing to the work of, independent policy committees and review groups.
- Responding to SURF member and external stakeholder enquiries on regeneration policy issues.

**Additional Responsibilities:**

- Managing and supervising the policy and research activities of any student placements
- Attending the SURF Board and supporting the Chief Executive in providing project and activity updates.
- Supporting the Events and Communications Manager with the SURF Awards, Shared Learning workshops and any other in-house events
- Representing SURF at relevant conferences, meetings and seminars.
- Representing SURF on social and conventional media channels.
- Deputising for the Chief Executive and covering for other colleagues where required.

**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:**

Strong ability to demonstrate breadth of sector knowledge, particularly across policy areas. Understanding of the process of strategic policy and legislative development within Scotland, across the wide policy landscape.

Strong analytical skills, with an ability to distil policy information and stakeholder opinions, across regeneration policy topics/disciplines.

Knowledge of the regeneration sector, including key stakeholders and lead organisations.

Highly self-motivated, able to work flexibly, balancing priorities as necessary.

High attention to detail, with strong written and verbal communication skills,

Advanced use of IT packages including Office 365 and Adobe etc.

**Desirable:**

Degree or post-graduate qualification (or equivalent experience) in regeneration-related discipline or in public affairs.

Experience of stakeholder engagement/facilitation skills.

Confidence with online/remote working technologies and programmes such as Teams, Zoom. (Knowledge/familiarity of other programmes such as Mentimeter, Slido, Eventbrite, SurveyMonkey, WordPress and MailChimp are also an advantage.)

**Salary:**

£32,500 per annum. The position is permanent pending annual funding from Scottish Government (confirmed for 2025/6).

**Hours of work:**

The role is full-time. SURF operates a 9-day fortnight with every second Friday off - 35hrs one week, 28hrs every second week. Occasional attendance at evening events and Scotland wide travel may be required.

**Location:**

SURF is a hybrid working organisation with flexibility around working from home and the office. We have an office in Govan, Glasgow and the core team are required to attend every Monday. The postholder may be required to attend certain events and in-person meetings. We also arrange occasional visits to SURF Award projects and SURF Alliance for Alliance sites. Travel expenses to meetings and events outside of Govan will be covered.

**Annual Leave:**

36 days including public holidays.

**Pension:**

An employer matched stakeholder pension of up to 6% of salary.

**SURF – Scotland's Regeneration Forum**

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