



**Scottish Federation of
Housing Associations**

External Affairs Co-ordinator

Salary:	£30,230 (Band E)
Responsible to:	Public Affairs & Media Manager
Type of Position:	12 month Fixed Term
Annual Leave:	29 Days & 10 Public Holidays (pro rata)

Help Us End The Housing Emergency

Now is an exciting time to join SFHA's external affairs team, ahead of a pivotal election at a crucial time for Scotland's social homes.

With 10,000 children growing up in temporary accommodation and a quarter of a million people waiting for a social home, Scotland's housing associations and co-operatives are a key part of tackling not just the housing emergency, but poverty, health inequalities and so much more.

Job Profile

Your focus will be on supporting our engagement with politicians and Parliaments, particularly in the run-up to the 2026 Holyrood election and building relationships with new MSPs after this.

Main Duties & Responsibilities

Political engagement

- Support SFHA's election campaign work, seeking to build support for social housing in Scotland
- Keep up to date with the Scottish Parliament's business and other political sources to identify opportunities for influence
- Draft briefings based on existing policy work to inform parliamentary debates
- Work to inform and upskill a record new number of MSPs on the value of social housing following the election
- Working with the wider team, deliver key Parliamentary events

Policy development

- Carry out both desk-based and original research
- Support engagement with SFHA members through forums, focus groups etc
- Assist with the drafting of briefings and policy positions

Communications

- Occasionally draft content for our platforms

Monitoring and data

- Keep our database up to date to ensure we have accurate records of our political and member relationships

General Duties

- Arrange and support meetings with members, politicians and policymakers
- Work with the communications team to keep our External Affairs Grid up to date
- Contribute towards effective knowledge management within SFHA
- Ensure compliance with, and implementation of, SFHA's policies, including those relating to health and safety, emergency procedures, equal opportunities, code of conduct and disciplinary procedures
- Undertake any other duties considered reasonable within the scope and purpose of the post as may be instructed by the line manager

Personal Specification

Essential

- Excellent written English
- Meticulous attention to detail
- Enthusiastic and willing to learn
- Familiarity with Microsoft software
- Interest in politics and public policy

Desirable

- Understanding of Scottish political landscape
- Familiarity with Office 365 and Salesforce

Acknowledgement

This job profile has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. It is expected that the job holder will carry out all reasonable

request by Line Managers to facilitate the requirements of the SFHA. These may therefore be subject to future amendments following appropriate consultation.