



Job Description and Person Specification

Job Title: Senior Policy & Communications Officer

Salary: £34,000 - £37,000 (pro-rata) depending on experience

Reporting to: Senior Marketing and Communications Manager

Hours: Full Time (35 hours). Flexible working options available (minimum 28 hours)

Holidays: 37 days, including public holidays (pro-rata)

Contract: Permanent

Location: Edinburgh or Glasgow (with flexibility to work from home and occasional travel to Edinburgh required).

Benefits: Flexible working and TOIL Policy • Equipment provided for working from home (laptop, phone, etc.) Opportunities for continuous learning and development • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON

About Waverley Care

Waverley Care is Scotland's leading HIV and hepatitis C charity. Guided by the voices and experiences of the people we support, our work shapes vital services and influences national policy on sexual health and blood borne viruses.

We are at a transformative point in our journey. As we aim to achieve zero new HIV transmission in Scotland by 2030, we are investing in digital transformation, communications, and policy. We're also significantly growing our fundraising efforts to enhance our prevention and support initiatives across Scotland.

About Fast-Track Cities Scotland

Fast-Track Cities Scotland, led by Waverley Care, brings together a national consortium of cities to share best practices, address barriers, and work collaboratively toward eliminating HIV transmission. Central to this effort is engaging people living with HIV to shape national priorities, alongside key stakeholders from local governments, NHS boards, and third-sector organisations.

Head Office

Waverley Care, 113 Oxfords Road North, Edinburgh, EH14 1EB
0131 558 1425 | hello@waverleycare.org | waverleycare.org

Waverley Care is a Scottish Charity, SC036500. Registered address 113 Oxfords Road North, Edinburgh, EH14 1EB



About the role

As Senior Policy & Communications Officer, you will take a leading role in driving forward our policy and influencing work at both national and local levels. You'll provide expert policy advice, develop high-impact communications, and represent Waverley Care in strategic discussions with government, public health bodies, and other key partners.

This is a senior position requiring a high degree of autonomy, strategic thinking, and the ability to translate evidence into persuasive policy positions. You will work closely with our leadership team, shaping organisational priorities and ensuring our voice is heard in decision-making spaces.

You'll be joining Waverley Care at a pivotal moment, as Scotland works towards zero new HIV transmission, with the potential to become one of the first countries to achieve this. This role offers the opportunity to influence policy that will shape the future of HIV prevention, tackle stigma, and empower people living with HIV to live full, healthy lives.

Responsibilities include:

- Develop and implement a parliamentary engagement strategy to advance Waverley Care's policy and public affairs objectives.
- Lead strategic engagement with MSPs, civil servants, and senior stakeholders to influence Scotland's progress toward eliminating hepatitis C, achieving zero new HIV transmission by 2030, and ending stigma.
- Lead the development of evidence-based policy positions, offering expert strategic advice to influence Scottish Government targets and public health strategies.
- Lead all policy-related communications, including drafting briefings, consultation responses, press comments, press releases, online content, and social media updates to amplify Waverley Care's policy priorities.
- Work with our community panel to ensure all policy communications are accessible, inclusive, and grounded in the voices of people with lived experience.
- Lead Waverley Care's role in the Fast-Track Cities Scotland initiative, coordinating with participating cities to share best practice, address barriers, and ensure that people living with HIV have a direct voice in shaping national priorities.

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- Represent Waverley Care at events, meetings, and networks, collaborating with key stakeholders from local government, NHS boards, and third-sector organisations to drive progress toward ending HIV transmission.
- Anticipate and analyse policy trends and developments in blood borne viruses (BBVs) and wider public health, advising senior leadership on risks, opportunities, and emerging issues.
- Commission, author, and oversee high-quality, evidence-based research reports and thought leadership pieces to influence decision-makers and create meaningful change.
- Work closely with the CEO and other teams across Waverley Care to align policy efforts with broader charity goals and objectives.
- Maintain databases of contacts and activities, ensuring effective tracking and reporting of policy and public affairs activities and appropriate recording in Scotland's Lobbying Register.

About you

You will bring a minimum of two years' experience in a similar policy role, ideally within the health, equality, or third sector. You have a strong track record of working with government, local authorities, and national stakeholders, with a clear understanding of how policy is developed, implemented, and influenced at both national and local levels.

You excel at building and sustaining high-value relationships with decision-makers and partners, and you are confident representing the charities priorities at senior meetings, parliamentary sessions, and sector events.

You have demonstrable experience in developing and delivering impactful policy and public affairs strategies, as well as contributing to integrated communications and campaign work. You are comfortable working across all forms of media, from drafting press statements and opinion pieces to supporting social media advocacy.

Your excellent written and verbal communication skills will be key in writing persuasive consultation responses, shaping evidence-based policy positions, supporting Waverley Care's *Get To Zero* campaign, and contributing to parliamentary evidence sessions. You will be confident in distilling complex issues into clear, compelling messages for a wide range of audiences.

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Person Specification

Skills and Experience	Essential	Desirable
Proven track record in leading and delivering successful campaigning and/or lobbying initiatives, ideally on health-related or equality issues.	✓	
In-depth understanding of the structure, processes, and political context of the Scottish Parliament and Scottish Government, with proven ability to influence policy at a national level.	✓	
Demonstrated expertise in conducting and commissioning research, analysing complex policy issues, and anticipating political and public health developments.	✓	
Significant experience in building and leading partnerships and networks, representing organisational priorities to high-level stakeholders in government, public bodies, and the third sector.	✓	
Exceptional written and verbal communication skills, with a strong portfolio of policy briefings, consultation responses, media statements, and public speaking engagements.	✓	
Advanced interpersonal skills, with the ability to influence, negotiate, and manage complex stakeholder relationships with sensitivity, care, and respect.	✓	
Excellent organisational and project management skills, including leading multi-stakeholder projects, managing competing priorities, and delivering to tight deadlines.	✓	
Self-motivated, strategically minded, and able to work independently while providing leadership and direction within a collaborative team environment.	✓	
Proficiency in Microsoft Office (Word, Excel, PowerPoint) and confident use of digital communication tools and social media platforms for advocacy.	✓	
Adaptable and able to excel in a fast-paced, dynamic environment where strategic priorities may evolve quickly.	✓	
Minimum of two years' experience in a senior or lead policy role, or demonstrable equivalent experience.	✓	

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Experience working with people living with, or at risk of, blood borne viruses, with a strong understanding of the related public health and equality issues in Scotland.		✓
Experience in designing and leading high-profile events, stakeholder roundtables, or policy forums, including facilitation at senior levels.		✓
Proficiency in using research and data collection tools (e.g. SurveyMonkey, Microsoft Forms) and interpreting results to influence policy recommendations.		✓
Undergraduate or postgraduate degree in policy, public affairs, public health, or a related discipline.		✓

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