

Job Description

Job Title:	Partnerships And Education Officer – Scotland	
Directorate:	Devolution and Law	
Responsible to:	External Affairs Manager – Scotland	
Responsible for:	N/A	
Job Purpose		
<p>The post holder will support the Electoral Commission’s work in Scotland by maintaining effective relationships with key stakeholders to support voter engagement, participation and democratic education. The role contributes to the delivery of agreed partnership plans and outreach activity, supporting effective engagement with under-represented communities across Scotland.</p>		
Key Accountabilities		
Accountability		%
<p>Stakeholder and Partnership Engagement</p> <ul style="list-style-type: none"> Support the delivery of agreed partnership and engagement plans by supporting the development and dissemination of voter engagement resources that increase voter registration and democratic participation, targeting under-represented and disengaged communities. Support existing partnerships with key stakeholders across the youth, education and community sectors, working to agreed priorities to help deliver voter education initiatives in Scotland. Support the delivery of engagement campaigns and activities, including Welcome To Your Vote Week, outreach events, 		60

<p>workshops, and briefings to increase understanding of electoral processes and encourage participation.</p> <ul style="list-style-type: none"> • Work collaboratively with the Voter Engagement team and colleagues across the Communications, Research, Policy and Voter Engagement directorate to support the development and delivery of Scotland-focused voter education strategy and resources. 	
<p>Supporting Communications and Public Engagement</p> <ul style="list-style-type: none"> • Work collaboratively with the Scotland team and colleagues across the Commission to support a coordinated approach to external engagement and public awareness activities. • Support the delivery of agreed partnership and communication activities aimed at increasing voter participation and awareness of electoral processes. • Assist with the preparation of briefings, presentations, and reports to support partnership activity and inform internal and external stakeholders. 	30
<p>Monitoring and Reporting</p> <ul style="list-style-type: none"> • Support the evaluation of education and partnership projects to contribute to our understanding of what works well and what doesn't in democratic education and engagement. • Maintain a database of key stakeholders, ensuring relationships are effectively managed and nurtured. 	10
<p>Key working relationships</p>	
<p>The postholder will join a growing team in Scotland and play a key role in supporting the delivery of the Commission's partnership and voter education work across Scotland. As the team continues to develop, the role offers opportunities to build experience by working flexibly across team functions.</p> <p>The postholder will work closely and collaboratively with colleagues across the Commission, particularly in the Voter Engagement, Digital and External Communications teams and other devolved offices, to ensure outreach activity aligns with the Commission's UK Corporate Plan and forthcoming Corporate Plan for Scotland.</p> <p>The role will involve regular engagement with external stakeholders, including electoral administrators, elected representatives, government departments and officials, community organisations and advocacy groups.</p>	

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable (E / D)	How to assess? (A / I / T)
Qualifications	Degree-level education or equivalent experience.	E	A
Experience	A minimum of two years' experience in an education, partnerships, or community outreach role	E	A / I
	Experience of working with young people and under-represented communities	E	A/I
	Experience of organising and facilitating outreach events, briefings, or training sessions	E	A
	Experience of writing reports, briefings, and public-facing materials	D	A
	Experience in a relevant field, such as elections, community engagement, democratic participation or regulation	D	A
Knowledge and skills	Strong relationship-building and stakeholder management skills	E	A / I
	Excellent written and verbal communication skills	E	A/I
	Ability to manage multiple projects and prioritise workload effectively	E	I

	Proficiency in IT, including Microsoft Office and digital communication tool	E	A
	Understanding of safeguarding policies and procedures. The postholder will be subject to an enhanced DBS check	E	A
	Good knowledge of the political and electoral landscape in Scotland and across the UK	D	A/I
A = Application / CV / supporting statement. I = Interview. T = Test			
Last updated by:	Cahir Hughes	Date:	01 May 2026