

**Policy Officer**  
**Scottish Greens Parliamentary Group**

**Location:** Scottish Parliament, Edinburgh

**Salary:** £26,000 – £30,727 p.a. depending on experience, with the possibility of progression

**Hours:** Full time (37 hours per week)

**Reporting to:** Director of Political Strategy

**Holidays:** 30 days leave plus 10.5 public holidays

**Pension:** 10% contributions from the Scottish Parliament to a stakeholder pension

**Application deadline:** 12:00 Friday 27 September 2019

From tackling the climate emergency to building a fairer economy and making the case for Scotland's place in Europe, the Green Group of MSPs in the Scottish Parliament are leading the change. This is a fast-paced, challenging and rewarding role that will put you at the heart of our efforts to create a fairer, greener Scotland.

Working as part of the central pool team that supports the work of the six Green MSPs, you will provide the Group with business management services, ensuring speakers are allocated and parliamentary deadlines are met, whilst providing top rate policy research, analysis and advice. That will mean writing policy briefings. You will also support our Co-Leaders, Alison Johnstone MSP and Patrick Harvie MSP, in ensuring that their FMQ slots are used to maximum impact.

This is a unique and exciting opportunity for a passionate, well-organised individual with some experience working in campaigns or policy and excellent analytical and communication skills. Knowledge of parliamentary processes is useful, but not essential as long as you can demonstrate an enthusiasm and ability to develop this knowledge in the job.

**Duties and responsibilities**

***Business management***

- Liaise with Parliament officials on requests to speak in debates, speaking times and other parliamentary business
- Draft and lodge parliamentary motions, amendments and questions, and ensure that deadlines are met

***Policy development and communications***

- Research and write speeches, policy briefings, parliamentary questions, policy reports, etc.
- Respond to short-term requests for policy advice across a range of portfolios
- Draft responses for MSPs to policy enquiries and campaigns, including standard responses to email campaigns
- Support communications staff with analysis and policy advice
- Support and advise on Parliamentary campaign development and delivery, and provide copy when required
- Coordinate with stakeholders such as NGOs and Party representatives

***First Minister's Questions coordination***

- Support the Co-Leaders of the Parliamentary Group so that the Group's FMQ slots are used to maximum effect
- Work with MSPs on the selection of questions, and maintain database of potential topics
- Research potential FMQs and brief the Co-Leaders as required
- Work with colleagues on communications resulting from FMQs

***Other***

- Work with the Director of Political Strategy, MSPs and the wider Group to contribute to Strategy development and delivery
- Other reasonable and appropriate duties as required

**Person specification**

***Essential***

- Experience working in campaigns or policy in a similar environment, e.g. an NGO
- Understanding of the Scottish political landscape
- Excellent analytical skills and ability to process statistical information
- Strong organisational skills
- Excellent verbal and written communication skills
- An ability to work under pressure to tight deadlines

***Desirable***

- A good understanding of the Scottish Parliament and parliamentary process

**To apply**

Please email a cover letter and CV to [Gordon.Crawford@Parliament.scot](mailto:Gordon.Crawford@Parliament.scot) by 12:00 Friday 27 September with POLICY OFFICER in the subject line. You should ensure you demonstrate how you meet the person specification as set out above in your application.

Please note that the Scottish Green MSPs are currently hiring for a number of roles, all of which are advertised at <https://greens.scot/work-with-us>. Candidates are welcome to submit applications to more than one vacancy.

Interviews will take place on 7 October in the Scottish Parliament.

For an informal discussion about this role, please call Harry Huyton, Director of Political Strategy, on 0131 348 6361.