

## Holyrood 2021 Policy Officer

### **Job description**

Job title: Policy Officer

Accountable to: Holyrood 2021 Campaign Manager

Purpose of job: To support and deliver planned and reactive policy work as part of the Scottish Green's Holyrood campaign, with a particular focus on assisting with the party's election manifesto and supporting lead candidates in reacting to policy campaigns.

Salary: £21,650 pa

Terms: Fixed term contract, ending Friday 14<sup>th</sup> May 2021

Hours: 37 hours per week, must be available to attend occasional evening and weekend meetings (with overall hours managed through TOIL)

Other terms: 25 days annual leave, plus 10 public holidays, pro rata

Location of post: Home based. If COVID regulations and guidance indicate that a return to office-based working is considered safe then space will be made available at party offices in Edinburgh and potentially Glasgow.

### **Background**

The Scottish Green Party is heading into a critically important election, with the opportunity to significantly increase our elected representation in the Scottish Parliament.

From tackling the climate emergency to building a fairer economy and making the case for an independent Scotland's place in Europe we're going to go into this election with a set of radical and transformative policies to build a greener and fairer Scotland.

Your work will support that process; from helping our manifesto team bring together our policies and proposals to supporting our lead candidates with briefings and policy responses and building relationships with campaigning organisations, this is an exciting opportunity to work in a fast paced political environment. Working as part of the Scottish Greens staff team, you will also work closely with the Parliamentary Group, ensuring our policy offer builds on the achievements and experience they have developed over the last parliament.

Previous work in a policy field is useful, but not essential as long as you can demonstrate an enthusiasm and ability to develop this knowledge in the job.

## **Main functions**

- Support the party's manifesto steering group in developing and drafting our election policies
- greens to help co-ordinate the production of our stakeholder and mini manifestos
- Draft responses for lead candidate's to policy enquiries and campaigns, including standard responses to email campaigns
- Support the campaign staff team and candidates by providing updates and briefings on policy matters that emerge as being key election issues
- Support the launch of specific policies during the election campaign by, for example, producing briefings and FAQ documents and supporting communications staff.
- Assist with internal communications to our members and supporters on policy matters

## **Person specification**

- Experience of working or volunteering in a campaigning or policy environment, e.g. an NGO
- Understanding of the Scottish political landscape
- Excellent analytical skills and ability to process statistical information
- Good written communication skills, with the ability to draft high quality copy such as policy briefings
- Strong organisational skills
- A team player
- An ability to work under pressure to tight deadlines

## **HOW TO APPLY**

To apply please send a CV, a covering letter detailing how you match the person specifications to [recruitment@scottishgreens.org.uk](mailto:recruitment@scottishgreens.org.uk)

If you would like to discuss the role please contact Zeyn Mohammed (Campaign Manager) at [zeyn.mohammed@scottishgreens.org.uk](mailto:zeyn.mohammed@scottishgreens.org.uk)

The closing date for applications is Friday 4th December.