

## Part 1: JOB PROFILE

### Job Title: Policy and Parliamentary Officer, Scotland Team

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#### 1. MAIN PURPOSE OF THE JOB

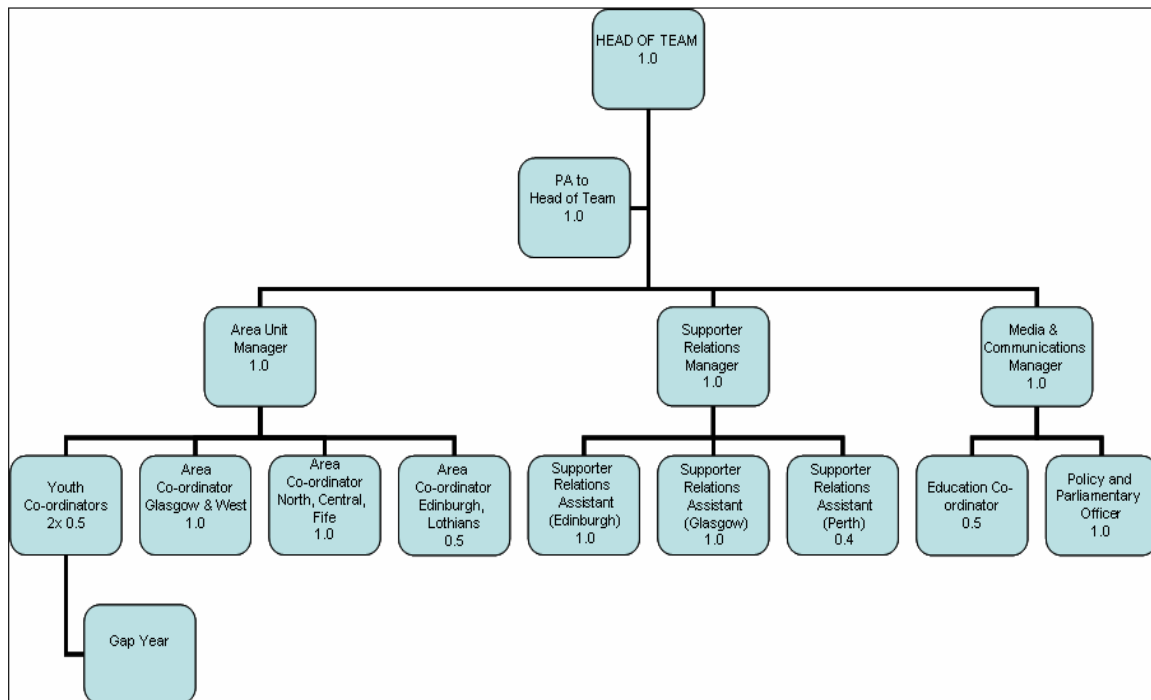
The purpose of the job is to research and develop policy positions within the framework of Christian Aid's Corporate Advocacy Priorities, to network and lobby in order to influence governmental, institutional and corporate decision makers in Scotland. Also to provide policy inputs to Christian Aid's Global Advocacy Team.

The post holder will liaise with key advocacy partners within the NGO sector in Scotland and contribute to building our supporter network's capacity to campaign.

To communicate Christian Aid's Global Advocacy work to a wide ranging audience including the media.

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#### 2. POSITION IN THE ORGANISATION



Reports to Media & Communications Manager - Scotland

Matrix Managed by Advocacy Manager and the Global Advocacy Team in the Advocacy and Communications Department

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#### 3. SCOPE OF THE JOB

- Part of a department wide strategy on policy; researching issues identified in the corporate plan, writing reports and advising on opportunities in the Scottish/EU context.

- Identifying policy issues in the Scottish Government and Scottish Parliament which are of importance to Christian Aid and the concerns of our international partners.
  - To support the GAP and Scotland teams by effectively communicating Global Advocacy work, providing both rapid and longer term responses to research requests and contributing to training key support constituencies in their advocacy work.
  - Lobby and maintain relations with decision makers in the Scottish government, parliament and relevant political institutions.
  - To contribute to the promotion of agreed Christian Aid policy, through contacts with the media, the public, decision-makers and in collaboration with other colleagues
  - To provide policy analysis for Christian Aid's campaigns, to interpret them for a Scottish constituency and to take responsibility for working with the Campaigns team in London to ensure that appropriate campaigns materials are produced for Scotland
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#### **4. DIMENSIONS AND LIMITS OF AUTHORITY**

- Responsible for identifying suitable policy issues in the Scottish Government, Scottish Parliament and the NGO sector in Scotland, advising on their feasibility for further research
  - Responsible for researching and writing reports on agreed issues and using these to influence governmental, institutional and corporate decision-makers in Scotland
  - Responsible for representing and communicating Christian Aid's policy position to a wide ranging audience including the media
  - Responsible for maintaining a good working relationship with the Global Advocacy Team and attending their meetings as appropriate.
  - Responsible for liaising with key advocacy partners in the NGO sector in Scotland
  - Responsible for developing good relationships with members of the political scene in Scotland, including MSPs, MPs, MEPs, advisors, cross party groups and political parties.
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#### **5. QUALIFICATIONS**

##### **Essential**

- Graduate qualifications in development studies, politics, economics or equivalent experience.

#### **6. EXPERIENCE**

- Relevant experience in development economics-related research or policy work in a NGO or research institute environment
  - Experience of undertaking advocacy work and lobbying decision makers
  - Research and/work experience in the developing world
  - Proven experience in writing policy briefs and reports
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## **Part 2: DUTIES AND KEY RESPONSIBILITIES**

**25%**

### **To research and develop policy positions within the framework of Christian Aid's corporate priorities in order to influence governmental, institutional and corporate decision-makers in Scotland and to provide policy inputs to Christian Aid's Global Advocacy Team**

- In agreement with the Head of Scotland and the Head of Global Advocacy to carry out research and write briefings.
- To participate in the work of the Global Advocacy Team by inputting on key issues within a Scottish context and adapting corporate policy for a Scottish audience
- To identify policy issues in the development agenda in Scotland that can be researched and for which Christian Aid positions can be articulated.

### **To lead the advocacy work for Scotland, engaging with and influencing decision makers in the parliamentary, institutional and corporate context,**

**25%**

- To develop an effective advocacy strategy on the identified policy issues for Scotland, within the framework of Christian Aid's Corporate Advocacy Priorities.
- To use developed policy to influence decision-makers in Scotland and the UK.
- To influence key stakeholders within the parliamentary, party political, institutional and corporate context on policy matters

### **To liaise with key advocacy partners within the NGO sector in Scotland and contribute to building our supporter network's capacity to campaign**

**25%**

- To actively seek out and identify key advocacy partners within the NGO sector in Scotland and engage with them as appropriate on issues of common interest. This may mean representing Christian Aid on coalitions such as the Stop Climate Chaos Scotland, G –CAP, Scotland Fair Trade Forum, and other similar organisations
- To undertake training of lobbyists and key campaigners in support of the Scotland team's contribution to building the movement.

### **To communicate Christian Aid's Global Advocacy work to a wide ranging audience including the media**

**25%**

- To actively seek media coverage for Christian Aid's advocacy work by writing press reports, giving radio/TV interviews for national, provincial and church media networks
- To present and promote policy documents to key decision-makers and bodies

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the postholder.

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## **PERSON SPECIFICATION**

### **Policy and Advocacy Officer: Scotland**

#### **Abilities**

- To research, interpret, assimilate and analyse complex, raw data and articulate it into clear policy positions
- To develop and propose and promote Christian Aid's policy issues both short and long term
- To work to deadlines and to prioritise work effectively
- To work flexibly with colleagues as part of a team
- To represent Christian Aid's policy and advocacy to various audiences, including the Scottish government, the media and other fora as required
- To negotiate and communicate with a variety of audiences
- Excellent verbal and written communication skills, especially the ability to communicate complex issues simply
- Ability to carry out methodical and accurate research, particularly from an economic standpoint

#### **Experience**

- Relevant experience in development economics-related research or policy environment in a NGO or research institute environment
- Experience in writing policy briefs and reports and in lobbying decision makers

#### **Desirable:**

- Research and/or work experience in the development world

#### **Knowledge**

- International trade and development economics
- Familiarity with the issues in the international development agenda and poverty including climate change.
- Scottish parliamentary context and Scottish NGO network

#### **Qualifications**

- Graduate qualifications ideally in politics, development studies or relevant experience

#### **Commitment**

- Must be in sympathy with the aims of Christian Aid as it seeks to strengthen the poor and to develop the concerns of the churches in relief and development.

## **Christian Aid**

### **Background to the Department**

Christian Aid is the active and successful development agency of 41 churches in England, Scotland, Wales and Ireland. Christian Aid's central office is in Waterloo, London

The Marketing and Supporter Care Department has teams across England, Scotland, Wales and Ireland working with churches and local groups in fundraising, campaigning, development awareness and promotion. The teams work to build Christian Aid as a movement of people committed to exposing the scandal of poverty and working towards its eradication.

The geographical teams are led by the three National Heads of Teams in Scotland, Wales and Ireland, and two Heads of Team responsible for work in England. Each regional team consists of a number of Area Units. The Head of each Unit leads a team of colleagues developing Christian Aid's face to face fundraising; campaigning and education work with existing and potential supporters and volunteers.

The 15 members of the Scotland Team work from offices in Glasgow, Edinburgh and Perth.

The post is full time and based in our Edinburgh office.