

JOB DESCRIPTION

Parliamentary Officer

£23,170 - £28,459 (pro rata from £28,963 - £35,574)

Edinburgh (working from home during covid restrictions)

4 days a week, one year initially with the expectation of further funding



**Friends of
the Earth
Scotland**

Location: FoES' office in central Edinburgh but working from home during the current covid restrictions. You will be expected to undertake work outside of the FoES office when relevant or required and may be expected to undertake domestic and overseas travel in the course of your work.

Reporting to: the Public Affairs Manager

Hours: This is a one year job, working 4 days a week (28 hours a week). The post will require some work out of hours and potentially in unsociable hours, for which time off in lieu will be granted. There will be no payment of overtime.

Salary scale: £23,170 - £28,459 per annum (pro rata from £28,963 - £35,574). New employees typically start at the bottom of the salary range but there is some limited flexibility on this, depending on experience.

Responsible for: You may be required to manage volunteers from time to time.

Other: You will receive 28 days pro rata annual leave plus 11 days pro rata statutory holidays. Friends of the Earth Scotland operates a Company Pension Plan with NEST.

Closing date: noon 25th May 2021

Interviews: 8th June 2021

Job purpose: Managed by FoES' Public Affairs Manager you will work closely with the FoE Scotland Director, Head of Campaigns, Campaigners, Communications and Activism staff, focusing on our campaign to end North Sea oil and gas production. You will be part of the core team developing and running the Oil and Gas Campaign.

General remit: You will be the key person co-ordinating our work with political audiences on our new oil and gas campaign. You will engage with the Scottish Government, Scottish Parliament, MSPs, MPs, Councillors, local Parties and decision makers in relevant Scottish agencies. Work with Scottish MPs, will involve liaison with FoE England, Wales and Northern Ireland and other UK campaign partners.

You will be an excellent communicator, with a flair for policy and sound political judgement. You will have direct experience working in a political environment or will have held a relevant policy or parliamentary role within an organisation. You will have a naturally collaborative working style, and will thrive in a growing, dynamic team.

You will want to help us deliver a world where everyone can enjoy a healthy environment without exceeding their fair share of the planet's resources, now and in the future.

Duties:

- In relation to oil and gas, to regularly monitor Scottish Government and Scottish Parliament activity, report on relevant developments to colleagues, and ensure FoES is reacting and responding where appropriate
- To develop and maintain good relationships with MSPs, MPs, key councillors and their staff, Scottish Government and other relevant stakeholders and disseminate information about FoES' policies and campaign activities related to climate change, energy policy and oil and gas
- In relation to oil and gas, to work on relevant pieces of legislation, gathering intelligence, providing advice, working with MSPs to draft amendments, questions and speeches, attending committee stages and liaising with officials and advisers
- To support the Just Transition Organiser in Aberdeen and North-East advocacy with Councillors, MSPs, MPs and other decision makers
- To assist in developing campaign strategy
- To assist with our compliance with the Lobbying (Scotland) Act 2016 and related legislation
- To take forward specific research projects and producing briefing materials for distribution at key times
- To help Campaigners respond to key relevant Scottish Government consultations and Scottish Parliamentary inquiries
- To attend relevant conferences and seminars, including party conferences, and make presentations at such events where appropriate
- To assist the Public Affairs Manager in maintaining the overview of FoES' political interactions and ensuring timely responses to queries from MSPs and their staff
- To liaise with other NGOs and stakeholders relevant to the Oil and Gas Campaign, including with advocacy staff in other NGOs directly and through the Scottish Environment LINK, COP26 and Stop Climate Chaos Scotland coalitions
- To maintain relevant relationships with FoE England, Wales and Northern Ireland and UK campaign partners, and participate in joint parliamentary work when required
- To assist FoES' Public Affairs Manager as required
- To assist FoES' Communications Manager with relevant media work
- To assist with other FoES campaigns and priorities as required
- To contribute to FoES' other campaigns, priorities and support activism
- To recruit, manage and support volunteers as appropriate
- You will also assist with other reasonable duties as requested by your manager.

Person Specification

This is a list of skills, experience and attributes we are looking for in candidates for this role. We would encourage applicants to think broadly about how you might evidence these kinds of skills in your application. They may have been developed in a work or voluntary capacity or through life circumstances.

Ideally, the successful candidate will meet all of the essential criteria. Additionally meeting any of the desirable criteria may put you at an advantage.

Essential

- At least three years relevant experience working in a parliamentary or policy role for a company, charity or public sector body, or working in the Scottish Parliament or Government
- A good working knowledge of Scottish Parliamentary procedures, and the structure and workings of the Scottish Government
- Excellent oral and written communications, including networking skills and experience writing reports and briefings
- Strong organisational skills and experience of working to tight deadlines
- Ability to quickly absorb new and complex information
- Good knowledge of standard IT packages
- Experience of working to tight deadlines
- Naturally collaborative and a team player
- An interest in environmental and social issues.

Desirable

- Degree or equivalent in political science, or public or environmental policy
- Good knowledge of climate change and/or energy issues
- Experience of working in a campaigning organisation
- Experience of working within coalitions
- Experience of working on the development of legislation
- Demonstrable commitment to environmental issues
- Familiarity with Mac computers and software.

Friends of the Earth Scotland

Friends of the Earth Scotland is Scotland's leading environmental campaigning group, working to help people in Scotland look after the planet for everyone's future. We are part of Friends of the Earth International, the world's largest grassroots environmental network, with groups in 73 countries. We think globally, and act in Scotland, delivering solutions to climate change and other environmental problems, by enabling and empowering people to take individual and collective action. From community renewables to fracking and from air pollution to fossil fuel divestment, we are making a real difference.

- We are committed to democracy, accountability and equality
- We strive to work with communities in our campaigning for positive change
- Our work will always be based on objective evidence and a long-term, global perspective
- We believe that everyone has an equal right to a healthy environment and a fair share in the world's resources

We have 23 staff and 10 local groups, and are based in central Edinburgh