

JOB DESCRIPTION

Public Affairs Manager

£30,083 - £35,574

Edinburgh (working from home during covid restrictions)

Full time, permanent



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 Director

Hours: This is a permanent, full time job, working 35 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: £30,083 - £35,574 per annum (this includes an increment for managing a member of staff which would be removed if the post stopped managing staff). 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 will manage a new Parliamentary Officer, who will work mainly on our oil and gas campaigning. You may be required to manage volunteers from time to time.

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

Closing date: noon 17th May 2021

Interviews: 27th May 2021

Job purpose: You will work with the Director, Head of Campaigns and Campaigners to ensure that excellent representation of Friends of the Earth Scotland policies to political audiences help us win campaigns.

General remit: You will engage with the Scottish Government, Scottish Parliament, MSPs and decision makers in relevant Scottish agencies. As required, you will also ensure FoES is represented to Scottish MPs, and you will liaise with FoE England, Wales and Northern Ireland on UK-wide political issues.

Early tasks will include establishing strong relations with the new and continuing MSPs in the post-election Scottish Parliament including advocacy work around the UN COP26 Climate Conference and the National Planning Framework 4, as well as the Council elections in May 2022.

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:

- 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 maintain the main overview of FoES' political interactions and ensure timely responses to queries from MSPs and their staff
- To ensure that effective systems are in place for FoE to comply with the Lobbying (Scotland) Act 2016 and related legislation
- To develop and maintain good relationships with MSPs and their staff, Scottish Government and other relevant stakeholders and disseminate information about FoES' policies and campaign activities
- To manage and work with the Parliamentary Officer working on the new Oil and Gas Campaign
- To assist in developing campaign strategies
- To support campaign work directed at local authorities where relevant
- To take forward specific research projects and producing briefing materials for distribution at key times
- To work on key 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 help Campaigners respond to key 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 liaise with other NGOs and stakeholders relevant to FoES campaigns, including with advocacy staff in other NGOs directly and through the Scottish Environment LINK and Stop Climate Chaos Scotland coalitions
- To maintain relationships with FoE England, Wales and Northern Ireland and FoE Europe, and participate in joint parliamentary work when required
- To assist FoES' Communications Manager with relevant media work
- To assist with other FoES campaigns and priorities as required
- To contribute to FoES' campaigns 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
- Experience of working in a campaigning organisation
- Experience of managing people
- 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