



Public Affairs and Policy Manager (Scotland) Job Description

Job Title:	Public Affairs and Policy Manager (Scotland)
Tenure:	3-year fixed term contract initially, with plans to extend further subject to funding.
Reporting to:	Head of Policy and Communications
Time Commitment:	3 to 3.5 days per week (7.5 hrs per day)
Salary:	£45,000 FTE per annum (pro rata)
Place of work:	<p>Home-based, with regular meetings in Edinburgh and throughout Scotland. It would be desirable for the post holder to be based in the central belt of Scotland.</p> <p>In addition, there are, approximately, monthly team meetings/training in London.</p> <p>All applicants must be UK residents and have the right to work in the UK.</p>

Job Summary

We are looking for an experienced public affairs professional who is passionate about supporting babies' emotional wellbeing and healthy development.

The post-holder will lead our relationship with the Scottish Government and Parliament, helping ensure the voices of vulnerable babies and their families are heard. You will develop and implement our influencing strategy and be the lead contact with officials and elected representatives, working in close partnership with our Scottish Development Lead and our UK Head of Policy and Communications.

An effective communicator, advocate, and campaigner, you will have an excellent understanding of political processes and policy implementation in Scotland. As this is a new post, you will have an exciting opportunity to develop our first dedicated influencing strategy for Scotland.

Job Description

The twin influencing objectives of this role are:

(i) to build on government policy supporting infant mental health, to accelerate the development of parent-infant mental health services across Scotland.

(ii) to build support for babies' emotional wellbeing among policymakers, working in partnership with stakeholders. As part of this, we would like you to consider whether an equivalent of 'The First 1001 Days Movement', or another form of partnership is needed to maintain and develop Scottish policymaker support for investment in babies.

You will work closely with the Scotland Development Lead, to glean insights from services that work with babies, and design an influencing strategy to support our new project in Scotland, the development of a Scottish Centre of Excellence for Infant Mental Health.

Reporting to the Head of Policy and Communications, you will align our policy and influencing work to our organisational strategy, making use of our experience of what works when engaging political stakeholders, while tailoring messages and plans that are effective in Scotland.

The role is home-based, and involves regular in-person meetings, both in Holyrood and across Scotland. An independent and well-organised self-starter, you will be confident leading political visits and presenting to senior stakeholders. As a representative of the Foundation, you will act with integrity and in concordance with Charity Commission guidance.

We are a small, highly committed, experienced team. Also, we are a welcoming team, who freely offer support and feedback to ensure our collective success. We invest time in our relationships and are working to create an environment where you are free to be you and can help to change the world for the better.

Key roles and responsibilities

Public Affairs

- You will shape and deliver messages that are grounded in evidence and effective at persuading policymakers to invest in babies.
- You will build and maintain trusted relationships with Ministers, officials and MSPs, coordinating with the Scottish Development Lead and involving colleagues, to influence and inform the development of parent-infant relationship teams and other services that support babies' wellbeing and development.
- You will lead on researching and writing policy briefings and consultation responses, involving colleagues and partners effectively.
- You will develop and prosecute a plan to engage MSPs with an interest in and/or responsibility for infant mental health and the early years.
- You will represent the Foundation in meetings with MSPs and other policymakers and support them to act as advocates for babies.
- You will ensure that effective systems are in place to comply with the Lobbying (Scotland) Act 2016 and with Charity Commission guidance, adjusting activities as needed in the run up to the 2026 Scottish elections.
- You will keep abreast of the political landscape and relevant policy developments to inform your work and keep the wider Policy and Communications and Scotland Development Lead briefed.

Engaging stakeholders and partners

- You will embed the voices of Scottish families and the experiences of babies in your work, and actively source new evidence and insights from services that work with families.
- You will build relationships with other organisations that support the development of infant mental health services and other services that support babies, to scope the opportunity for a broader partnership or collaboration to campaign together.
- You will lead on organising political visits to local parent-infant relationship services, working collaboratively with clinical leads and Foundation colleagues.
- Working closely with the Scottish Development Lead, you will provide advice to clinical leads on engaging local decision-makers, and to the Scottish Development Lead in relation to key projects such as the Scottish Centre for Clinical Excellence.
- You will attend and present at Scottish Network days and contribute to Steering Groups and communications to Scottish Network members as required.

General

- To maintain an organised system of record keeping such that another person could take over the role at short notice if necessary.
- To identify and report risk within one's own area of work and to propose improvements in working practices across the organisation.
- To always adhere to the Parent-Infant Foundation's policies and procedures.
- To ensure the effective and efficient use of the charity's resources.
- To ensure that all duties are carried out to the highest professional standard.
- To be aware of the responsibilities regarding Health and Safety and Safeguarding.
- To ensure that all data is handled confidentially and with regard the Data Protection Act.
- Working occasionally outside core office hours to fulfil the duties within a flexible working timetable (subject to agreement with the line manager TOIL can be offered).
- Attend monthly team meetings

Diversity and Inclusion

The Parent-Infant Foundation is committed to supporting diversity and inclusion in its structures, the staff members it employs and in the families that parent-infant relationship teams and services work with. It consciously works to build a culture where every staff member is recognised and valued as an individual, with the ability to grow and develop. We welcome flexible working arrangements.

We are interested in hearing from passionate and experienced people across a diverse range of backgrounds, particularly those from historically under-represented groups amongst trustees.

These include BAME applicants, those who may have a disability, or have experienced parent-infant relationship challenges themselves, or live and work within communities where this is a significant challenge.

Required Experience and Skills

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Educated to a degree level or equivalent, or similar ability gained through work in a relevant and/or related role • Demonstrable understanding of politics and political processes in Scotland • Effective spokesperson/representative at a senior level • Successful experience of convening and collaborating with stakeholders • Developing strategies, plans and campaigns that influence policymakers 	<ul style="list-style-type: none"> • Experience working in Scottish Government or Scottish Parliament
Skills and Knowledge	<ul style="list-style-type: none"> • Written and verbal communication skills that are professional, persuasive, and engaging. • Ability to work independently and within own initiative, to prioritise workload and meet deadlines. • Competent in Office365 packages, especially Teams, Word, PowerPoint, Outlook, and Excel 	<ul style="list-style-type: none"> • Awareness of other organisations that support babies and their families in Scotland • Knowledge of the Scotland health and social care landscape, early years and infant mental health policy • Project management skills
Personal Qualities	<ul style="list-style-type: none"> • Values diversity and difference, operates with integrity and openness. • Treats others with respect, compassion and empathy. • Actively develops themselves and others. • Excellent at building and maintaining relationships with stakeholders and people at all levels of an organisation. • Flexible and adaptable. 	
Other	<ul style="list-style-type: none"> • Committed to the aims of the Parent-Infant Foundation • Willing to work outside of office hours from time to time when the task requires it • A knowledge of and commitment to the charity sector 	<ul style="list-style-type: none"> • Experience of working in a small team • Home and remote working experience

To Apply for this Position

To apply for this role please submit a CV and a Supporting Statement.

In your Supporting Statement, please ensure you demonstrate, referencing examples, that you meet the 'Essential Experience' criteria above. Please briefly outline also your interest in this role.

Please ensure that your CV and Supporting Statement are each no more than two pages long.

If you have any queries or please contact HR@parentinfantfoundation.org.uk

The closing date for applications is 5pm on Monday 19 August 2024.

All candidates invited to interview will be notified by Friday 23 August.

Interviews

Interviews will be held on Wednesday 4th or Thursday 5th September

The Parent-Infant Foundation is committed to diversity and inclusion, and we actively encourage applications from a broad range of experiences and backgrounds. Please tell us if there are any reasonable adjustments that we can make to assist you in your application or attendance at interview.

You will be interviewed by our Head of Policy and Communications and our Scotland Development Lead. This is your chance to get to know us and for us to know you.

We will ask you to present for 10 minutes on a related topic, and then ask all candidates the same questions, focused on your experience and skills, relevant to the role.

Successful appointment to this post will be subject to satisfactory references.

Informal conversation

We are more than happy to have an informal conversation prior to you applying.

Feel free to contact Tamora, our Head of Policy and Communications, on via email at tamora@parentinfantfoundation.org.uk to arrange an informal chat.