

POLICY AND PUBLIC AFFAIRS OFFICER

Based: Dual location – Glasgow office and home working

Reporting to: Head of Operations

Hours: Full time (37.5 hours per week)

Salary: £26,000 per annum

Fixed term appointment for 12 months

Flexible working will be considered in agreement with Line Manager.

Help take the UK's leading music and dementia charity to the next level

Playlist for Life, the UK's leading music and dementia charity, is seeking a Policy and Public Affairs Officer to support the delivery of the policy and public affairs programmes in Scotland.

This is an exciting time to join the charity and make a real difference to the lives of people living with dementia, their families and carers by raising the profile of Playlist for Life amongst key influencers and policy makers and by effectively communicating the charity's ambitious strategy.

Playlist for Life is a personal music and dementia charity founded in 2013. We want everyone living with dementia in the UK to have a playlist of personally meaningful music to help improve their quality of life, and for everyone who supports and cares for them to know how to use it. Your role will encompass a variety of tasks that will help to establish Playlist for Life as a leading voice amongst policymakers.

The ideal candidate for this role would be an excellent communicator with prior experience in Scottish policy and public affairs. Previous experience and knowledge in the health and social care sectors is desirable but not essential. You should display strong analytical skills and the ability to work independently and as part of a small team. You will be able to plan your own workload, ensure effective time management and meet deadlines. You should have proven experience in writing for a wide range of audiences, summarising complex information in a concise and engaging style.

We are a small charity with a huge reach, with a simple and highly effective method to improve the lives of thousands of people living with dementia. This role is key to delivering our strategy and bringing the power of personally meaningful music to every person living with dementia in Scotland.

Application notes

Please visit www.playlistforlife.org.uk/vacancies for a full job description, person specification and application form. In addition to completing the application form, you will need to upload a maximum two-page CV and a cover letter detailing why you are the ideal candidate for this role and how you meet the requirements in the person specification.

Please submit your application by **9am on Monday 28th March 2022**. Handwritten applications will not be accepted.

Interviews are scheduled to take place on Zoom on **7th and 8th April 2022**.

If you have any questions regarding the role that are not answered in the job description or the person specification, please call the Playlist for Life office on 0141 404 0683 or email recruitment@playlistforlife.org.uk.



This job is funded by The National Lottery through the Community Fund.