

## POLICY AND PUBLIC AFFAIRS OFFICER

### Purpose of Role:

You will be responsible for identifying opportunities to advance the aims and objectives of the charity within Scottish policy and communicating our key asks to policymakers in a clear and engaging manner. You'll support the leadership team to deliver effective parliamentary and governmental engagement as well as policy development.

### Main Duties and Responsibilities:

1. Monitor parliamentary activity for issues relevant to Playlist for Life's aims and objectives.
2. Stay informed of government papers and strategies relevant to Playlist for Life's aims and objectives, collating information for Senior Management Team and Board of Trustees where relevant.
3. Support the Senior Management Team and Board of Trustees to develop and maintain relationships with key policymakers and influencers.
4. Support the development and update of policy positions relevant to the Playlist for Life's strategic priorities through desk-based research and consultation with internal and external experts.
5. Support the development of consultation responses to Government consultations and consultations from other relevant organisations.
6. Support the planning, development, and delivery of events such as parliamentary receptions, briefing events and party conferences.
7. Research key events and opportunities to advance the charity's aims and objectives.
8. Any other relevant tasks as agreed with the Head of Operations.

Experience and skills requirements	Essential	Desirable
Experience in Scottish policy and public affairs	✓	
Experience in government or parliamentary work	✓	
Excellent written communication skills, with the ability to compose carefully crafted and persuasive correspondence.	✓	
Proven ability to write clearly, concisely and persuasively and of summarising complex information swiftly and accurately for a variety of audiences	✓	

Demonstrably strong research skills and the ability to identify and capitalise on leads		✓
Excellent interpersonal and networking skills with the ability to relate to people at all levels of seniority.		✓
IT literate, with experience of using Microsoft Office.	✓	
Experience of using a CRM database including data entry and undertaking data analysis		✓
Personal or professional knowledge or experience of dementia and the health and social care sector		✓
Experience of using Salesforce		✓

<b>Personal characteristics</b>	<b>Essential</b>	<b>Desirable</b>
Ability to understand and interpret complex policy issues and express them effectively to a range of audiences	✓	
Highly organised with the ability to manage a wide range of projects, prioritise own workload and meet deadlines	✓	
Ability to work on own initiative, proactively seizing opportunities to benefit Playlist for Life	✓	
Ability to work alone or as part of a team	✓	
Understanding of and commitment to the work of Playlist for Life	✓	
Empathy for the needs of people with dementia	✓	
Willing and able to work occasional evening and weekends to support key work commitments	✓	