

Policy and Public Affairs advisor, Scotland and Northern Ireland

Department: Policy and Public Affairs

Reports to: UK Policy and Public Affairs Manager

Contract: Permanent

Hours: Part time or Full time (we are flexible)

Salary: £30,000 Circa (pro-rata if part time)

Location: Scotland Flexible as homeworking supported. Office working available if required.

Closing Date: 3/12/21

Vacancy Number: 021/05

How to Apply: If you think this is the job for you, then we'd be delighted to hear from you! Please send your CV and a covering letter to Catherine Roalfe at catherine.roalfe@electricalsafetyfirst.org.uk We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.

Charity Information:

Electrical Safety First is the UK's leading electrical safety charity campaigning on issues ranging from electric vehicles to calling for better regulation of online marketplaces. We work with Government, politicians and stakeholders to develop consumer protection and electrical safety regulation. The Charity also runs high-profile media and digital campaigns, to increase consumer awareness and encourage behavioural change. With our need to meet net zero, electricity is clearly set to become an even more important part of our lives. As a charity with the stated aim of ensuring that everyone in the UK can use electricity safely, we have an exciting and significant role to play.

Job Purpose

To support the UK Policy and Public Affairs Manager with the delivery of the organisation's policy and public affairs work programme in Scotland and Northern Ireland.

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Dimensions

There are no direct reports or budgetary responsibility.

Duties and Responsibilities

- Contributing to the planning and delivery of influencing, engagement and campaigning activities in Scotland and Northern Ireland.
- To monitor and horizon-scan the external policy and public affairs environment in relation to relevant policy areas.
- To support engagement with relevant politicians, government departments, local government, and external organisations, including establishing, developing and maintaining effective relationships with key parliamentarians and civil servants.
- Drafting a range of communications, including briefings, consultation responses, policy and research papers, for both internal and external use.
- To undertake desktop research to help shape policy development and positions.
- To represent Electrical Safety First at external meetings, such as Cross-Party Groups, and help organise Charity events, including virtual, in parliament and engagement activities at party political conferences.
- Undertake other duties to help support the Policy and Public Affairs and Senior Management teams with the Charity's work.

Person Specification (essential)

- Educated to degree level or relevant experience in a similar role
- Ability to work effectively in a fast paced policy and public affairs environment
- Excellent written and verbal communication skills - an articulate, confident, and effective communicator
- An analytical approach to problem solving, ability to develop arguments and think logically and analytically
- Highly organised and flexible

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- Ability to build effective stakeholder relationships
- Basic understanding and awareness of the Governments and Devolved Parliament and Assembly in Scotland and Northern Ireland
- Ability to analyse and present data to assist with the development of policy positions.
- A team player – willing to help support colleagues within the organisation
- Interest in current affairs and politics
- Ability to work under pressure and to tight deadlines
- Good IT skills

Person Specification (desirable)

- Interest in working in the not-for-profit sector
- Interest in working in a campaigning organisation
- Interest in public affairs, regulation, and consumer affairs
- Experience of dealing with politicians and their offices