Policy Assistant

Salary: £18,000 – £22,000 dependent on experience.
Contract: Full Time. Permanent

Responsible To: Executive Director
Line Manager: Head of Policy
Based at: Scottish Land & Estates' Headquarters, Musselburgh

Scottish Land & Estates

Scottish Land & Estates is a membership organisation that represents the interests of rural landowning businesses across Scotland. Our membership is heavily involved in a wide variety of business sectors, all of which are vitally important to rural prosperity and sustainability. Scottish Land & Estates strives to have the true value and contribution of landowners recognised and valued both publicly and politically and aims to promote the contributions of landowners and estates, to protect property rights, to ensure appropriate business and regulatory framework for members' interests and to play a key role in maintaining and delivering sustainable rural communities.

Job Summary – Policy Assistant

You will be working at the heart of a busy and vibrant office to play an integral role in the delivery of the organisational objectives. By working to support the policy team you will have the opportunity to gain experience and develop professional skills in a diverse range of activities.

The role will involve considerable engagement with internal staff, members, and external stakeholders.

Specific duties will entail:

- Gather and produce relevant information to support the work across the policy team
- Compile reports and case studies
- Assist with the production of generic advice to SLE members through Land Business, policy update, e-news, website, information sheets etc on relevant current and future issues.
- Assist in the organisation and running of meetings and events, and take minutes when needed
- Assist in the communication of key policy messages to external stakeholders and parliamentarians
- Assist in the development of public-facing awareness campaigns
- Support the Policy team in the achievement of the Business Plan objectives, Marketing & Communications Strategy and policy priorities.
- Carry out other duties as agreed with the Executive Director and the Head of Policy.

Experience, Skills & Attitude

Essential

- Excellent communications skills, including ability to engage with a wide range of people
- Ability to work flexibly and with enthusiasm
- Ability to work on own initiative and as part of a team
- Skills in managing priorities in a pressured working environment and working to deadlines
- High level of tact, diplomacy and confidentiality
- Proficient in the use of Microsoft Office packages such as Word, Excel and Outlook.
- Willingness to work occasional evenings or weekends, for which time off will be given in lieu

Desirable

- Experience of PA or other assistant role
- Experience of working in a policy environment
- Experience of assisting with the organisation of events
- Knowledge of website and social media account management for business purposes

Knowledge & Education

- General understanding of, and interest in, issues affecting rural Scotland
- Educated to further education level, or with equivalent work experience

Policy team

The Scottish Land & Estates policy team comprises Executive Director, Head of Policy, Director of Scottish Moorland Group, four Policy Advisers (Agriculture; Access, Conservation & Wildlife Management; Rural Business; and Rural Development), Legal Adviser, Environment Assistant, and Policy Assistant. The team performs several key functions:

1) it works with members to formulate policy positions and identify policy priorities
2) it keeps abreast of policy developments in all areas where members have an interest to ensure that members are informed about changes in policy and regulatory framework and it communicates these changes through a range of communication channels;
3) it represents the interests of members at all stages in the policy development and legislative process, influencing Government policy at local, national and European level;
4) it responds to queries from members on policy topics;
5) it develops, or raises awareness of, good practice across a wide range of policy areas of relevance to members; and
6) it identifies new opportunities and risks for land-based businesses so that members are aware of forthcoming opportunities and challenges.

The work of the policy team covers a broad range of topics but strives to ensure that issues are considered in a holistic and integrated manner. This includes topics such as farming, forestry, natural resource management, wildlife management, moorland management conservation including species reintroductions, protected areas, biodiversity, prevention of rural crime and invasive non-native species management. It also includes land reform, housing, planning, renewables, energy efficiency, business diversification, heritage, digital connectivity, tourism, skills/education, and community engagement and development.

The policy work of the organisation extends beyond the staff team to the National Policy Group, which is made up of members and staff. The National Policy Group assists staff in the development of policy and formulation of policy positions and provides advice to staff on policy priorities and objectives. The group will also provide expert and diverse views on specific cross cutting areas of work such as land reform or CAP 2020. The group also provides a vehicle for monitoring the effectiveness of the organisation's policy work.

The National Policy Group:

- • Complements staff skills and provides expert advice on specific policy issues;
- • Advises on the implementation of policy and operation of regulation and legislation;
- • Provides a representative voice for the wider membership

Other

- • Willingness to work occasional evenings or weekends, for which time off will be given in lieu.

For an informal discussion about the role please contact Katy Dickson on 0131065305400 or email katy.dickson@scottishlandandestates.co.uk.

To apply, please send your CV and covering letter to Joyce Karch
joyce.karch@scottishlandandestates.co.uk by Friday 17th August.