

Global Programmes: Public Affairs Manager (Scotland)

TEAM : UK & EU ADVOCACY

UNIT: WWF SCOTLAND

LOCATION: EDINBURGH

JOB LEVEL: 5

JOB FAMILY: CO-ORDINATING AND INFLUENCING

JOB STATUS: 1 YEAR FIXED TERM – MATERNITY COVER

REFERENCE: 1939

CONTEXT

WWF Scotland has a strong and established track record of working with the Scottish Parliament and Scottish Government to secure better decisions for our environment. Key recent moments have included the passage of the Scottish Marine Act and the Scottish Climate Change Act. These two pieces of legislation now form the basis of our ongoing political engagement as we work to secure their full implementation. WWF Scotland is seen as an effective organisation with a clear association to our purpose of people living in harmony with nature. Alongside colleagues in Stop Climate Chaos Scotland we will continue to present the positive case for making the transition to a low carbon Scotland and work with our colleagues in Scottish Environment LINK to help secure a full network of Marine Protected Areas supported by an effective National Marine Plan.

WHAT'S THE PURPOSE OF THIS ROLE?

- To take lead responsibility for managing the WWF relationship with the Scottish Parliament, key Scottish political audiences and Scottish public affairs contacts
- Work with the Head of Policy Scotland and policy team colleagues to develop and deliver political advocacy plans for Scotland so as to prepare us for the Scottish election in 2016 and help us meet our strategic objectives on climate, marine and energy.
- Represent WWF Scotland in the Scottish Parliament, with key political contacts (including Cabinet Secretaries, Ministers, MSPs and Special Advisers), on external forums as necessary (Steering Groups; Scottish Environment LINK, Stop Climate Chaos Groups etc.) and with Scottish public affairs audiences.
- Take lead responsibility for managing WWF's presence at the party conferences and other external events
- Engage with WWF UK public affairs colleagues on political strategy, particularly with regard to the UK General Election.
- Provide strategic political advice to the Scotland Director and others internally on issues of political significance, for example the forthcoming independence referendum.

WHAT SKILLS, KNOWLEDGE AND EXPERIENCE ARE NEEDED?

- Experience of successfully advocating policy change to decision makers.
- A strong understanding and experience of the Scottish Parliament, its processes, the broader political environment.
- Ability to present complicated and new topics concisely and clearly to political audiences.
- A good awareness of Scotland's environmental and climate legislation and the transition to a low carbon economy.
- The ability to manage projects on time and on budget.
- Experience of copy writing for the web and experience of social media.

MINIMUM CRITERIA FOR THE ROLE

- Ideally at least three years' experience of working in public affairs for an NGO, the public or private sector.
- Excellent presentation, communication and interpersonal skills.
- Proven ability to develop effective advocacy strategies and work as part of a team to deliver these.
- The commitment and drive to achieve challenging goals; the ability to work independently and a problem solving attitude is essential
- The ability to act with pace and organise a workload that combines reactive opportunities while delivering a proactive work plan.
- A proven track record of work as part of a team to deliver shared goals.
- A commitment to the mission of WWF.