

Head of Policy and Communications

Hours	35 contracted hours per week with opportunities for flexible working. SIDA currently operate a 4 day working week.
Location	hybrid working, required to be in Edinburgh 1 – 2 days per week
Annual Leave	31 days plus 6 public holidays
Reports to	Chief Executive
Salary range	£40,000-£43,500

Background

Scotland's International Development Alliance is the membership body for everyone committed to creating a fairer world, free from poverty, injustice and environmental threats.

Our work facilitates connections across the global sustainable development sector in Scotland to improve impact and effectiveness for a range of actors including public sector bodies, third sector and international NGOs, private companies, universities and charitable trusts.

Our network has a global reach, with members working in more than 100 countries with a wide range of specialisms. We exist to improve the capacity, influence and effectiveness of our diverse sector in Scotland through providing opportunities for networking, debate, training and the promotion of good practice. We help members share their skills and learn from each other's best practice to boost effectiveness of our members and their partners.

Purpose

The Head of Policy and Communications leads the full range of SIDA's policy work: engaging with members and external stakeholders, recognising and acting on opportunities for influence, and leading influencing and communications with key audiences. The jobholder will also be responsible for the organisation's communications strategy with a focus on encouraging greater interaction with members and raising awareness of global citizenship with the wider public.

The jobholder works with the Chief Executive on policy development, political engagement and organisational strategy development. They will bring substantial knowledge of the Scottish political and policy landscape with them to the role, alongside an understanding of how meaningful global solidarity is possible in the devolved and UK contexts.

They also share with the Chief Executive the role of representing the organisation in the public domain - to the media and in key forums and networks - with a particular focus on driving progress on the UN SDGs, building cross-sectoral partnerships and collaborations, and enhancing policy coherence for sustainable development, including in the context of the climate crisis and delivering a wellbeing economy.

Key responsibilities

- Develop and implement the organisation's policy and influencing strategy through collaboration with members. This includes monitoring external trends, researching policy positions, developing recommendations and engaging with campaigns and consultations in both the Scottish and UK-wide contexts, as appropriate

- Ensure efficient and responsive member-led policy committee
- Analyse political developments and anticipate opportunities to influence policy in both the Scottish and UK-wide context, working with other stakeholders when appropriate
- Develop and maintain relationships with political actors, government officials and other key stakeholders across Scotland and the UK
- Maintain and develop SIDA presence in key forums and networks in Scotland, the UK and internationally, as appropriate
- Lead on engagement with the Holyrood Cross-Party Group on International Development
- Develop opportunities for member engagement with decision makers
- Monitor and track SIDA's policy and influencing work
- Ensure smooth integration of International Development Education Association of Scotland (IDEAS) into policy and communications work, prioritising global citizenship in advocacy plans
- Oversee communications and membership engagement work, ensuring accurate dissemination of information on SIDA's activities and services
- Oversee the production of key communications products and outputs, which includes two annual conferences
- Oversee the ongoing improvement of digital networking functions using various online tools.
- Overall responsibility for all budgets related to engagement, communications and policy events
- Line management of staff, as well as management of volunteers, interns, suppliers, consultants or short-term project staff, as and when required
- Contribute to SIDA's monitoring and evaluation processes, including learning and adapting best practice
- Contribute to overall finance and budget planning as required
- Contribute, and lead where appropriate, on project funding applications in line with overall strategy to diversify organisational income
- Develop, and lead where appropriate, new income generation activities across all member services
- Prepare reports for donors and for the Board, where necessary, and input to public reports
- Undertake any other duties which are commensurate with the role.

Person specification

Essential skills, knowledge & experience:

1. Influencing

- 5+ years of experience in policy and influencing roles
- Experience of direct public and political influencing and relationship building skills
- Experience of working in partnership with other organisations to achieve shared objectives
- Detailed knowledge of the workings of the Scottish Parliament and Scottish Government
- Detailed knowledge of global sustainable development policy and practice, including an understanding of current broader trends relating to global solidarity and decolonisation
- Skills and experience in writing and presenting persuasively
- Experience of establishing and leading cross sector partnerships
- Experience in delivering or commissioning quantitative and / or qualitative research
- Strong verbal communication and interpersonal skills, including the ability to represent SIDA to diverse audiences

2. Communications and digital

- Excellent computer and IT skills and demonstrable ability to learn new software quickly
- Knowledge and understanding of strategic use of communications tools, including social media and network building
- Experience of strategic oversight of digital content relevant for a range of audiences on websites and other online platforms
- Experience in the delivery of communications and marketing strategies

3. Organisation and management

- Ability to work collaboratively and effectively with organisations who may have competing priorities
- Experience building relationships with, and reporting to, funders
- Experience in project and budget management
- Experience of line managing / overseeing / developing staff and volunteers
- Experience working in a small team and sharing work to get things done
- Experience of supporting others through ongoing learning and development

Desirable skills, knowledge & experience:

- Experience of membership bodies or other networks or intermediary organisations
- Experience in building successful funding applications
- Knowledge and understanding of business planning and income generation in the charity sector
- Experience in working with the media
- Experience developing organisational strategies

Personal attributes

- Passionate about influencing positive social change to enhance global solidarity
- Committed to a decolonial, safe, anti-racist, feminist and partner-led approach to your work
- Ability to work with minimal supervision and to deadlines, including carrying out research where required
- Ability to learn, reflect and respond to new issues quickly
- Ability to multi-task and prioritise workload effectively
- Confident and persuasive communicator
- Committed to evidence-informed influencing
- Enjoy engaging in complex relationships and inter-dependencies to effect change
- Able to address difficult issues sensitively, clearly and with integrity
- Thrive in supporting people to flourish
- A creative, positive problem-solver
- Committed to co-production
- Happy in a small team and sharing work to get things done
- Ability to remain calm and organised under pressure.