****

Job Description

**Job title:** Policy Engagement Officer

**Reporting to:** Chief Officer

**Salary scale:** £27,303 - £29,740 (SJC spinal points 31 – 34)

**Hours:** 35 per week

**Location:** Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB

**Benefits:** 25 days annual leave, 7 public holidays, 3 floating days, 6% pension contribution, death in service insurance.

**Organisational profile**

VHS is the national intermediary and network for voluntary health organisations in Scotland. Our mission is to promote greater recognition of the voluntary health sector and support it to be a valued and influential partner in health and care.

We are a registered Scottish charity and a company limited by guarantee, led by our Board of Trustees. We currently have a team of five staff. We receive financial support from the Scottish Government and NHS Health Scotland, for which we deliver an annual programme of work.

We have a growing membership of small, large, national and local voluntary health organisations, individual associate members, and significant wider networks across both voluntary and public sectors.

Our strategic priorities are to:

* Promote greater recognition of voluntary health organisations
* Support voluntary health organisations to build their understanding of health agendas so as to play an active part
* Influence change in policy and practice by providing a bridge between the voluntary health sector, decision makers and public services

**Purpose of role and expected outcomes**

To plan and deliver an effective programme of policy and public affairs work, with a strong emphasis on engagement and communication with members and other external stakeholders. To deliver outcomes that demonstrate that VHS actively promotes recognition of the voluntary health sector, provides an effective gateway between policy makers and our sector, and amplifies the voice and influence of our sector in national policy development. To help shape and deliver VHS’s communication strategy, website, media and digital communications. To work collaboratively and pro-actively with all other team members, to support delivery of VHS’s overall strategy and work programme.

**Key results areas**

1. Actively engage our membership in the full range of VHS’s policy and public affairs work, using a wide range of communication methods, including face to face, written and digital.
2. Identify, analyse and communicate relevant policy developments and their impact on health to VHS members. Translate complex policy ideas for third sector audiences. Prepare high quality responses on formal policy consultations. Prepare and disseminate briefings, reports and case studies.
3. Provide effective platforms to support VHS members to develop their voice and influence. Support members to contribute actively to Scottish Government and NHS working groups, cross-party Parliamentary groups, etc. Participate directly in such groups, as appropriate. Establish systems for disseminating feedback from these groups to the wider VHS membership.
4. Survey and analyse members’ activities, impact and priorities and build a robust evidence base on the third sector’s contribution to health. Develop and implement monitoring and evaluation tools as required. Contribute to the development and implementation of research projects.
5. Design and deliver effective communications plans to support VHS’s policy and public affairs work. Prepare media releases and liaise with media representatives as required. Collaborate closely with colleagues to actively content manage the VHS website and deliver an effective social media strategy. Write and contribute content for the VHS E-bulletin and website.
6. Support colleagues to develop and deliver successful policy events. Deliver presentations and workshops on policy topics.
7. Represent VHS and manage active and effective working relationships with a wide range of stakeholder and partner organisations. These include the Scottish Government, NHS, the Scottish Parliament, and other strategic third sector intermediaries.
8. Contribute actively and constructively to VHS’s overall development, including to its strategic plan and operational plans. Provide appropriate support for the Chief Officer. Provide reports to the Board of Directors and VHS’s funders as required. Support the drafting of funding and partnership proposals.
9. Take responsibility for administration of own work, e.g. electronic filing and data input to Salesforce (VHS customer relationship management system).
10. Be actively committed to your own development and learning. Contribute constructively at your support and appraisal meetings. Be a supportive and flexible team player.
11. Carry out other tasks and duties as required.

**Person Specification**

**This post requires the following experience, competences and knowledge:**

1. Educated to degree level, or equivalent level of experience.
2. Evidence of working with policy makers, involvement in policy development and public affairs, understanding of policy making structures and processes in Scotland.
3. Excellent interpersonal skills: able to communicate effectively (face to face as well as electronically) with a wide range of stakeholders, to build positive working relationships and to achieve positive results through other people.
4. A good team player: able and willing to work collaboratively, flexibly and responsively in a fast paced working environment
5. High degree of self-motivation: ability to take the initiative, to prioritise and manage own workload and to learn fast.
6. Ability to stay calm under pressure, work to tight deadlines and find flexible solutions to problems.
7. Conscientious and committed to producing accurate work and high quality services at all times.
8. Able to write material that communicates content/ideas clearly and compellingly.
9. Competence and confidence in using IT applications, including Microsoft programmes, digital and social media.
10. Numerate: able to gather, analyse and use data.

**Experience and knowledge in the following areas would be an advantage:**

1. Knowledge and understanding of the voluntary sector in Scotland.
2. Knowledge and understanding of current health and social care issues in Scotland.
3. Knowledge of research and evaluation methodologies.
4. Comfortable using Wordpress or similar to content manage websites.
5. Comfortable using a Customer Relations Management System, e.g. Salesforce.
6. Experience of working with print or broadcast media.

*Closing date for applications: 9.00 am on Wednesday 29th June. Interviews: Monday 18th July.*