

**Policy and Advocacy Officer
Job Description and Person Specification**

Outline and How to apply

- Job title: **Policy & Advocacy Officer**
- Salary: £28,000 per annum *pro rata* (£22,400 0.8 FTE)
- Term: Permanent (subject to organisational funding)
- Hours: 30 hours per week (occasional evenings)
- Office Base: Edinburgh City Centre
- Pension: Employers 5% contribution of gross salary to a properly constituted pension scheme of your choice with a minimum 2% additional employee contribution.
- Annual Leave: The annual leave is 28 days and *includes* public holidays (5 core days of which must be taken at Christmas - 2, New Year -2 and Easter -1).
- To apply: Please complete the [application form](#) (*CVs will not be accepted*)
Send your application by email to: info@befs.org.uk
[The subject of the email should read: Confidential – Job Application]
or by post to: BEFS, 125 Princes Street, Edinburgh, EH2 4AD
[Mark the envelope: Confidential – Job Application]

Closing date for applications: Noon, Thursday 27th July 2017

Interview date: Thursday 10th August 2017

Informal Discussion: For an informal discussion about the post please contact Euan Leitch, Director, BEFS on 0131 220 6241, euane.leitch@befs.org.uk

About BEFS

Built Environment Forum Scotland (BEFS) is a strategic intermediary body for Scotland's built environment sector, bringing together voluntary and professional non-governmental organisations that operate at the national level. As an umbrella organisation, BEFS informs, mediates and advocates on strategic issues and policies affecting the built environment. Our aim is to communicate the importance of the conservation and enhancement of Scotland's historic environment to policy makers at all levels of government, private owners and investors, and amongst professionals and voluntary organisations. BEFS has funding from Historic Environment Scotland until 31st March 2018 and will be submitting a 3 year grant application in September 2017.

BEFS seeks to appoint a Policy & Advocacy Officer to lead on policy development initiatives within the forum. Working closely with the Director and team, and BEFS member representatives, the new post holder will ensure a strong level of stakeholder engagement and co-ordinated input into strategic advocacy activities.

Reporting to: BEFS Director

Key relationships: Colleagues (Director, Communications and Policy Support Officer, Office Manager), 30+ BEFS Member and Associate representatives, BEFS Board members, civil servants within Scottish Government and Historic Environment Scotland

The role

The role of BEFS Policy & Advocacy Officer involves engaging with BEFS member representatives on strategic policy and legislative developments relating to Scotland's built environment; informing members of strategic policy developments; co-ordinating views; and promoting these through consultation responses and legislative opportunities. We are seeking the right individual to fit into a small friendly team, located in central Edinburgh.

Key responsibilities

This role involves co-ordinating interests in influencing strategic policy relating to the historic and built environment across Scotland. Key responsibilities include:

1. Horizon-scanning: You will undertake regular horizon-scanning through contact with Government and key stakeholders, to identify key issues of interest to BEFS membership.
2. Consultation: You will co-ordinate collective responses to strategic Government (and other key stakeholder) consultations.
3. Advocacy: You will develop shared statements (manifestos, legislative 'asks', written evidence to parliamentary committees etc) on strategic issues arising from within BEFS.



4. Events: Working with colleagues and external stakeholders, you will plan and facilitate stakeholder engagement events with usually 20-40 participants, which inform policy development. You will prepare written reports of such events.
5. Communication: You will provide colleagues with written material to communicate key messages arising from BEFS' discussions (such as website content, blogs).
6. Administration: You will act as secretariat to working groups, preparing agenda and meeting papers, recording meetings and circulating minutes.
7. Project development: You will develop and shape projects (from initial idea to project brief) which will inform/evidence advocacy activity.
8. Reporting: Contribute to regular reports to funders and BEFS Board.
9. Team: Participate actively as part of a small team, supporting and working with colleagues as necessary.
10. Undertaking other such duties as may be required.

Person specification

If invited to interview, you will be asked to demonstrate how your experience meets the requirements of the post. We will look for evidence of past experience, and your approach to the key responsibilities outlined above.

Essential

1. Strong analytical skills, with an ability to distil policy information and stakeholder opinions, across a broad range of policy topics/disciplines in the built environment sphere.
2. An understanding of the process of strategic policy and legislative development.
3. High attention to detail, with strong written and verbal communication skills.
4. Competent use of IT (Microsoft Office)

Desirable

1. Knowledge of the main players and lead organisations in the wider built environment sector within Scotland.
2. Degree or post-graduate qualification in built environment-related discipline (eg planning, conservation, surveying, archaeology, architecture) or public affairs.
3. Previous experience of the Scottish legislative development process.
4. Experience of stakeholder engagement/facilitation skills.