



# Scottish Youth Parliament

## Job Description

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| <b>Job title</b>     | Policy and Public Affairs Officer   |
| <b>Location:</b>     | Hybrid working from home and in office.   |
| <b>Terms</b>         | Fixed term (to end of March 2025)   |
| <b>Reports to:</b>   | Head of Policy and Public Affairs   |
| <b>Salary Scale:</b> | £26,790 - £31,057 (applicants would generally start at the beginning of the scale).                           |
| <b>Requirements:</b> | Full time (Monday - Friday, 35 hours per week) - A flexible approach to evening and weekend work is required. |

### About us:

SYP provides a national platform for young people to discuss the issues that are important to them, and campaign for changes to the nation that they live in. We support our members in their work by training them, supporting their personal development, and empowering them, using a youth work ethos.

### About the role:

Working within SYP's youth-led structure, our Policy and Public Affairs Officer will work with the wider SYP team, other Policy and Public Affairs staff, and Members of the Scottish Youth Parliament to deliver the SYP's Policy and Public Affairs activities, in line with the organisation's strategic objectives.

### What you'll be doing day to day

- Working with SYP's Policy and Public Affairs staff to deliver SYP's core policy and public affairs activities.
- Advising and supporting MSYPs through briefings and support at events and political and policy meetings (e.g with Ministers, MSPs, Parliamentary Committees, strategic Government groups etc).

- Supporting the policy work of relevant SYP groups, including Subject Committees, the Convenors Group and the Board of Trustees.
- Alongside other Policy and Public Affairs staff, planning activities and leading delivery related to SYP's National Campaign Priorities.
- Working with MSYPs to consult young people from across Scotland on issues that are important to young people.
- Working closely with colleagues in the Participation and Programmes team to develop and support policy activities across the organisation.
- Other relevant duties to support the organisation as required.

**What relationships you will grow and develop**

- Members of the Scottish Youth Parliament.
- SYP Staff Team.
- The Board of the Scottish Youth Parliament, including the relevant portfolio trustees.
- Support Workers (youth workers in Local Authorities and National Voluntary Organisations across Scotland)
- External contacts including Scottish Government, Scottish Parliament, and other partners.

**The ideal candidate will demonstrate these skills and experience**

- Experience of working with a diverse range of individuals and organisations.
- Excellent knowledge and/or experience of working with young people from a range of different backgrounds.
- Expertise in working with decisions makers including politicians and civil servants.
- Knowledge of the Scottish political environment and processes.
- Excellent knowledge and/or experience of delivering campaigns.
- Excellent written and oral communication skills.

**What you should expect from us**

The Scottish Youth Parliament (SYP) offers a range of benefits to employees as part of our commitment to make SYP the best place to work and to motivate our staff to ensure that MSYPs are best supported to represent young people in Scotland. Find out more about what it's like to work at SYP here:

<https://syp.org.uk/vacancy/working-at-the-scottish-youth-parliament/> .

For more information of if you have any questions about the recruitment process, please email [recruitment@syp.org.uk](mailto:recruitment@syp.org.uk)