

Scottish Youth Parliament Job Description



Job title:	Head of Policy and Public Affairs
Location:	You can choose to work from our SYP Office, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY, or from home. We expect at least 2 face-to-face days per week.
Terms:	Permanent - Subject to continued funding
Reports to:	Chief Executive
Salary scale:	£39,114 - £45,008 (applicants would generally start at the beginning of the scale).
Requirements:	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:

This is an exciting opportunity to join the Scottish Youth Parliament (SYP) in a role that will lead all of SYP's political, policy, and campaign work.

SYP has a proud history of delivering youth-led campaigns that deliver meaningful policy change. Our campaigns for Votes at 16, Equal Marriage, and the incorporation of the UN Convention on the Rights of the Child into domestic law, to name only a few, have improved the lives of young people across Scotland.

SYP's political profile and impact have never been higher. Our new Head of Policy and Public Affairs will drive forward all of our political work and ensure that we deliver even more of the changes to policy and legislation that young people expect of us.

What you'll be doing day to day

- Leading the strategic direction and delivery of public affairs and policy activity, in line with the Scottish Youth Parliament's political objectives as determined by the SYP Board and Chief Executive.
- In conjunction with SYP's Conveners Group, Board and Chief Executive, identifying, creating, and responding to political opportunities to progress SYP's policy positions, including high level political meetings, strategic groups, consultations and more.
- Developing established public affairs engagement and communications activity for MSYPs with high-level stakeholders including annual meetings with the Scottish Government's Cabinet and Executive Team.
- Overseeing SYP's National, committee-led, and Member-led Campaigns, supporting young people to effectively campaign for change on issues which matter to them.

- Managing the policy and public affairs budget effectively and create income-generation activities.
- Leading the Policy and Public Affairs staff team and providing supportive line management to team members.
- Managing and monitoring strategically important networks and relationships with politicians, officials, Local Authority and National Voluntary Organisation partners, and other key partnerships.
- Overseeing SYP's policy-making process, including developing our youth-led manifesto and consulting young people across Scotland.
- Supporting MSYPs in their roles by providing guidance and advice, including overseeing MSYP Conduct and Disciplinary Process.

What relationships you will grow and develop

- Members of the Scottish Youth Parliament, including SYP Board Members, External Advisors and the SYP Conveners Group.
- The SYP staff team, including our operational management group, senior management, and wider team.
- Decision-makers across Scotland include ministers, MSPs, MPs, councillors, and Scottish government officials.
- Support workers (youth workers in Local Authorities and National Voluntary Organisations across Scotland).
- Senior Managers at national organisations in the youth work, public affairs, and children's rights sectors.
- External stakeholders, including the Scottish Government, Scottish Parliament, suppliers, and other partners.
- National journalists covering priority topics for young people across Scotland.

The ideal candidate will demonstrate these skills and experience

- Knowledge, expertise, and experience of working on a number of the policy issues that matter to young people in Scotland and an excellent knowledge of the Scottish political environment and processes.
- The ability to build and manage relationships with key stakeholders, including MSYPs, Ministers, MSPs, and Government officials, to promote opportunities for the meaningful participation of young people with decision-makers.
- Effective leadership and management, which develops ways of working across the team, which promotes collaboration, manages people by making them feel uplifted and listened to, and takes a proactive approach to management responsibilities for the benefit of the organisation.
- Excellent communication, using a range of written and oral communication methods to effectively deliver opinions, ideas, and solutions internally and externally.
- Diligent planning and problem-solving with the ability to oversee a diverse portfolio of work and generate new ideas and approaches to problems.
- Experience of managing budgets, an ability to think strategically about funding opportunities and creatively developing new business activities, services and programmes.

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 or if you have any questions about the recruitment process, please email recruitment@syp.org.uk