



SCOTLAND POLITICAL AFFAIRS OFFICER

- Duration:** Fixed Term Contract until July 2027
- Salary:** £41,450
- Job Level:** 4
- Hours:** 35 hours per week. Other flexible arrangements will be considered
- Disclosure Level:** Standard
- Reports to:** Director UNICEF UK in Scotland
- Location:** A minimum of 2 days per week in the UNICEF Scotland office in Edinburgh

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children around the world to ensure their rights are protected and fulfilled. Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

ABOUT THE TEAM

The Scotland Team is a cross organisational team working across Income, Influence and Impact. The team sits in Impact and Influence team and works closely with the Advocacy team.

UNICEF UK's advocacy focus is to champion children's rights and influence decision-makers across the UK, including in Scotland, to create change for children here and around the world. Using a strong evidence-base and compelling case for change, we deliver exceptional policy influencing, political affairs and public campaigning. We work closely with other teams in the organisation to mobilise our high-profile supporters and the organisation's voice in the media to increase the impact of our advocacy. We amplify the voices of and support active participation of children and young people in our work to ensure their rights, as set out in the UNCRC, are realised.

ABOUT THE ROLE

This role will support the design, development and delivery of influencing strategies on behalf of the UK Committee for UNICEF UK in Scotland. The post will play a crucial role in building influential relationships with MSPs in the Scottish Parliament. This is a crucial time for this role, as the post-election period brings new opportunities to engage with incoming and returning political stakeholders and decision makers. By providing political monitoring, analysis and high-quality engagements with, the Political Affairs Officer will work across UNICEF UK's advocacy priorities (domestic and international) and help to ensure the Scotland team and wider organisation are well equipped to put children at the heart of decision making.

What we will expect you to achieve

- Support the work of the Scotland team and Political Affairs team to deliver successful influencing strategies to ensure children’s rights are upheld by the Scottish Government, to support the delivery of UK-wide advocacy campaigns into the Scottish context and to respond to children’s issues. This will include engagement with UNICEF UK’s Scotland Advisory Board.
- Increase awareness and support for UNICEF UK’s work, leading on relationship development and day-to-day engagement with MSPs, researchers and special advisors of all parties and relevant Cross-Party Groups coordinating closely with the Advocacy team.
- Successfully identify and pursue impactful opportunities to highlight UNICEF UK’s priorities in Scotland including attending meetings with MSPs, providing briefings and managing correspondence.
- Support the development of persuasive written and oral briefings for Members of the Scottish Parliament other decision makers on key policies and campaigns working in close collaboration with Political and Policy Advisers in the Advocacy team.
- Work with the Senior Policy Advisor – devolved nations, the Director of Scotland and others to ensure the development and distribution of timely political monitoring and analysis of Scottish Politics to inform UNICEF UK Scotland strategies and identify opportunities and inform senior UUK colleagues.
- Provide up to date information on legislation and relevant Scottish Government processes (e.g. Budget and Programme for Government) and create opportunities to highlight children’s rights in the Scottish Parliament (via Cross Party Groups, debates and events).
- Support sector engagement and relationships to deliver collaborations with relevant networks and coalitions across civil society in Scotland to advance advocacy priorities.
- There may be a requirement support the development of UNICEF UK’s presence in other devolved nations.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as Our Shared Commitment) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Analytical

- Understands the Scottish political context, key issues affecting children in Scotland and use political intelligence and insight to make recommendations, take decisions and actively build political networks.
- Accurately analyses potential risks and identify appropriate solutions.

Collaboration

- Proactively shares expertise and works closely with colleagues across the organisation and sector to develop and deliver shared objectives, whilst working across multiple and conflicting priorities.
- Able to project manage, providing clear and regular information on activities and responsibilities ensuring deadlines are met and relevant colleagues informed.

Communication

- Communicates clearly, persuasively and effectively to political, external and internal audiences, adapting content, tone and style as appropriate.
- Able to quickly master complex policy, communicating compelling arguments relevant to a political audience.

Creating and innovating

- Contributes ideas, approaches and insights and takes an innovative approach.
- Builds a network of relevant individuals outside of UNICEF UK to gain alternative perspectives to improve perspective.

Achieving Change

- Demonstrates a solution focused approach to overcoming the barriers to change.

Resilience

- Demonstrates patience and perseverance in the face of setbacks, challenges and disappointment.

Relevant experience

- Experience of campaigns and/or advocacy in a relevant organisation such as a children's/human rights organisation.
- Experience of working with a diverse group of internal and external stakeholders.

Specific knowledge and skills

- Knowledge of the UNCRC and how it can be applied to deliver change for children and young people.
- Understanding of successful ways to influence MSPs and influencers and the ability to enact engagement plans with decision makers.
- Excellent written and verbal communication skills, and the ability to draft high quality written materials including briefings, letters and emails.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experiences and knowledge.
- Knowledge of Scottish and UK politics and current affairs, political parties and processes, parliamentary systems and procedures and Government decision making.
- Demonstrable knowledge of the key issues affecting children's lives.