



Scottish
Environment
LINK

LINK Advocacy Officer, Part-time, Fixed-term Job Description

Contract type: Fixed-term to 31 May 2021. May be suitable for secondment.

Location: LINK Edinburgh Office, Dolphin House, Hunter Square, EH1 1QW. Working from home initially.

Hours: 24.5 hours per week

Salary: £25,500-£28,000 pro rata, depending on skills and experience

Job Purpose

This position will support delivery of the network's policy and advocacy strategy across a broad environmental spectrum, in the context of the increased call on LINK's advocacy team resulting from the Brexit process. The post holder will work closely with the Advocacy Manager and team, maintaining close liaison with leads of relevant LINK policy Groups, helping them to deliver their advocacy strategies, taking opportunities in the Scottish Parliament and beyond. The post holder will support development of network policy positions and will help to communicate these to LINK's various audiences. Flexibility for some evening and weekend work is important in this role.

Principal Activities

- Support identified LINK policy Groups to develop effective advocacy strategies and assist them in relation to delivery of their advocacy objectives
- Help identified LINK Groups to develop their positioning in the context of the broad environmental policy agenda
- Contribute to: the drafting of positions in response to directly relevant consultations; preparation of evidence for parliamentary and other inquiries; drafting of briefings to inform debates (parliamentary debate, political party conferences, other relevant events); development and delivery of campaigns
- Assist prioritized LINK bill teams' advocacy in relation to legislation going through Holyrood and on occasion through Westminster
- Assist as required with LINK's manifesto work and its promotion with political parties and decision-makers
- In liaison with Advocacy Manager, help to maintain LINK's profile with Scotland's policy community including parliamentarians, political parties, and wider stakeholders, proactively seeking opportunities to develop relationships at Holyrood and where appropriate, at Westminster
- Help to coordinate network representation at relevant conferences and events
- In support of LINK advocacy goals, assist liaison including with MSPs, MPs, researchers, parties' spokespeople, and other stakeholders and through attendance at party political and other policy community conferences, hustings, and other events as required

- Advise identified LINK Groups as requested on their media work; on occasion assist with core media work and assist with development of LINK Thinks (blog).

Other duties

- Contribute to LINK's regular reporting and evaluation
- Attend staff team meetings and membership events including network meetings, annual congress and receptions
- Contribute to the development of improved connections between LINK, its members and independent environmental groups at local level across Scotland
- On occasion, brief Trustees, President, Honorary Fellows
- Such other duties as from time to time are deemed appropriate to the delivery of the project

Working Relationships

- Reports to the LINK Advocacy Manager who provides line management support to the Officer on behalf of LINK. Brief weekly update opportunities are provided.
- Will be part of the wider LINK staff team, taking part in team meetings and contributing to team discussions.
- Will have the support of the network, which meets six-monthly to review progress and adjust priorities and direction.
- Will work closely with the Advocacy Manager, Advocacy Office Administrator and with other LINK policy staff as required.
- Will work with advocacy staff across the network of LINK member organisations
- Will be expected to form constructive working relationships with government, political, business and community stakeholders
- Will work with staff in other NGOs in the UK, on occasion

See 'About LINK' below for more information on LINK structures.

It will be important to maintain good communications with other LINK staff, policy group leaders and trustees, to ensure that the network is always well informed on key issues and developments. This will involve

- o regular electronic updates to various players
- o concise written reports on specific issues/work in progress, as required
- o consultation with LINK staff/group leaders/trustees on positioning, and on the planning and development of LINK work areas

Representation

The Advocacy Team has an important role in responding to enquiries coming through the LINK advocacy office from LINK members, parliamentarians and other enquirers. This entails good, up-to-date working knowledge of the network, its priorities and structures, and of public and political institutions.

The post holder will be expected to attend relevant meetings with parliamentarians and wider decision-makers, including on occasion with Scottish Ministers, and other stakeholders, and on occasion, to attend meetings and other events as required

Terms and conditions

This is a part-time, fixed-term contract until 31 May 2021.

The post is subject to a 8 weeks probationary period.

Salary will be between £25,500 and £28,000 pro rata per annum, depending on skills and experience.

LINK makes an employer contribution to employee personal pensions, of up to a maximum of 8% of basic salary, complementing employee contributions.

The annual leave quota is 25 days' annual leave and 10 public holidays.

All approved and receipted expenses incurred in carrying out the job are reimbursed.

About Scottish Environment LINK

LINK is the network for Scotland's voluntary sector environment organizations. Established in 1987, LINK provides a forum for its member organizations to meet, exchange information and take joint action on issues of common concern. LINK's 38 plus member organizations share a common interest in seeing Scotland develop sustainably, in being a strong voice for the environment in Scotland and an effective efficient and accountable network. Their total, combined, membership is around half a million people.

LINK members work through policy Groups which focus on a range of policy issues, develop common positions and advocate these with decision-makers and other stakeholders in Scotland, UK and at international levels. Network priorities are reviewed annually, informing the work of staff who provide advice, support and coordination to the collective work programme. A cycle of membership events keeps members informed and ensures integration across the network including members' Congress, AGM and forward planning meetings, and a festive reception.

LINK is supported by a Board of volunteer Trustees many of whom are also involved in the network for their organisations and honorary Fellows. Core work is supported by a small staff including (at Perth HQ) Chief Officer, Development Officer, Finance and Office Manager, and (Edinburgh) Advocacy Manager and Advocacy Office Administrator. LINK also have a small number of staff working on specific projects. Staff liaise closely to support LINK's members in achieving collective objectives. Core activity is funded by subscriptions from member bodies, grants from NatureScot and Scottish Government and donations from charitable trusts.

Staff share in the active upkeep of the LINK websites and social media, designed to carry up-to-date information for members, the public, government audiences and other interests. Many LINK meetings are held online, or in Edinburgh or Perth (when permitted), besides which staff may be required to travel to other parts of Scotland, and sometimes further afield. LINK operates an environmental policy in relation to procurement, travel and energy use, which staff and members work together in promoting. LINK strives to be an equal opportunities employer.

Scottish Environment LINK

Head office: 13 Marshall Place, Perth PH2 8AH

Tel 01738 630804

Advocacy Office: Dolphin House, 4 Hunter Square, Edinburgh EH1 1QW

Tel 0131 225 4345

Web: www.scotlink.org www.savescottishseas.org

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