



## **JOB DESCRIPTION**

**TITLE:** Public Affairs Officer

**TEAM:** Communications

**REPORTS TO:** Public Affairs Manager

**SALARY:** £26-28K, dependent on experience

**LOCATION:** We are a flexible employer, but this position will require travel to our Glasgow City Centre office three days a week.

Scottish Renewables is a membership organisation and the leading voice of Scotland's renewable energy industry. We work to grow Scotland's renewable energy industry and sustain its position at the forefront of the global clean energy industry. The sectors we represent deliver investment, jobs, social benefits and reduce the carbon emissions which cause climate change.

We are seeking a Public Affairs Officer to join our busy Communications team at a crucial time for the growth of Scotland's renewable energy industry. Working closely with colleagues across the staff team and with 360+ member organisations, your main responsibilities will be to support the development and delivery of Scottish Renewables' advocacy to key stakeholders with the aim of successfully influencing public policy outcomes in the pursuit of our vision.

To do that, the successful candidate will be responsible for:

- Supporting the development and implementation of a public affairs strategy which effectively delivers Scottish Renewables' priorities to political audiences.
- Strengthening external relationships to successfully influence policy outcomes and maintain high levels of engagement with key stakeholders.
- Assisting the Scottish Renewables' Communications and Policy teams to carry out research, event organisation, media and digital content creation.

## **REQUIREMENTS**

- Excellent written and oral communication and presentational skills.
- Proactivity, professionalism, confidence and enthusiasm with a drive to deliver results.
- Experience in public affairs, public relations or politics, with a good network of relevant contacts.
- Good understanding of the legislative, regulatory and fiscal frameworks that impact on the development of renewable energy in Scotland and the UK.
- Ability to manage numerous complex demands, maintain organisational and industry knowledge and prioritise commitments in a positive manner.
- Flexible and responsive team player with strong customer service ethic.
- IT literate, competent user of basic Microsoft Office.

## **ROLES AND RESPONSIBILITIES**

### **POLITICAL**

Assisting the Public Affairs Manager to:

- Support the development and implementation of a strategic public affairs programme designed to maximise Scottish Renewables' influence on public policy.
- Ensure the priorities of Scottish Renewables' member organisations are understood and reflected in a regular, coordinated and creative programme of effective political engagement.
- Organise and participate in political events, meetings and campaigns, as well as ensuring Scottish Renewables is represented at pan-industry events and campaigns.
- Assess threats and opportunities from legislative and regulatory changes and political debate to inform colleagues and our member organisations.
- Acting as a point of contact for enquiries from MP, MSP and local authority offices, helping to increase their awareness and understanding on the role of renewable energy.
- Acting as co-secretariat for the Scottish Parliament Cross-Party Group on Renewable Energy and Energy Efficiency.

## **INTERNAL**

Assisting the Public Affairs Manager to:

- Support the Communications team on projects and communications activity, ensuring efficient processes and providing creative suggestions to deliver positive outcomes.
- Support the Policy team to develop and prioritise lobbying objectives, messages and activity to achieve Scottish Renewables' goals with maximum impact.
- Support the Events and Membership team to secure political attendance at conferences and events, as well as political engagement opportunities for Scottish Renewables' member organisations.
- Research areas of interest which can be used to inform briefings and drive communications engagement among stakeholders ahead of 'set piece' publications and media work.
- Ensure effective records of key public affairs contacts and engagement are maintained.
- Deliver written and oral briefings for senior colleagues on key messaging in advance of meetings with political stakeholders.

## **EXTERNAL**

Assisting the Public Affairs Manager to:

- Promote Scottish Renewables through attendance and participation at conferences, exhibitions and events across the country. This may require some weekend work which can be recuperated through our flexible time in lieu (TOIL) policy.
- Build positive working relationships with colleagues in our member organisations and key partners, such as other trade associations and political parties, to maximise our outreach.
- Attend face-to-face meetings with external stakeholders, reporting back to the Communications and Senior Management teams as required.

## **APPLICATION**

If you would like to apply, please email a CV and a covering letter (no more than one side of A4 each) setting out why this is the role for you to [inorquoy@scottishrenewables.com](mailto:inorquoy@scottishrenewables.com), stating Public Affairs Officer in the email subject line. **Please note that applications will be considered on a rolling basis and will close on Friday, July 12 at 17:00.**