

Job Description



**Scottish
Wildlife
Trust**

Title	Policy Manager - Terrestrial
Based	Edinburgh (Leith) office with flexibility for hybrid working
Dept/Region	External Affairs
Line Manager	Head of Policy and Advocacy
Status	Permanent, Full-time, 35 hrs per week (<i>compressed or 0.8FTE min considered</i>)

Our Mission

For 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of over 100 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

Coordination of policy development, and associated advocacy, particularly in relation to land management, terrestrial ecosystems and government policy that impacts these areas

Context for the Role

In April 2022, the Scottish Wildlife Trust embarked on a new eight-year strategic phase – Strategy 2030. One of our goals is for Scotland to be recognised internationally for the part it has played in the UN's Decade on Ecosystem Restoration. To achieve this, we want to: (1) Encourage urgency and leadership from Scotland's decision makers in tackling the key threats to biodiversity and delivering nature-based solutions to the climate crisis and other challenges faced by society. (2) Prioritise a solutions-focused and collaborative approach to advocating policies and legislation that protect and restore ecosystems, improve our wellbeing and contribute to the world's Sustainable Development Goals. This postholder will play a pivotal role in helping to coordinate the Trust's policy and associated advocacy, with a particular focus on

terrestrial agendas, which will ultimately contribute to the delivery of Strategy 2030.

The post-holder is part of the Policy and Advocacy team, working alongside the Trust's Living Seas Manager and is responsible for line managing project funded policy and advocacy officers. The role reports directly to the head of Policy and Advocacy.

Main Objectives

Development of policy

- Help prioritise areas for policy development and refinement led by the Head of Policy and Advocacy
- Lead and support high quality, evidence-based, policy development to the priorities set above
- Within a Scottish context stay up to date and expert on major issues facing wildlife and habitats on land and likely future areas of interest
- Engage with relevant key experts internally and externally
- Attend relevant conferences and events which may occasionally involve evenings or weekends and/or overnight stay
- Line management and associated duties
- Line management of policy and advocacy officers. This currently comprises our project funded Policy Adviser (Species) but fluctuates over time
- Support relevant staff to develop their understanding of policy agendas relevant to wildlife and habitats on land and freshwater
- Delegation of workload where appropriate, line management of staff time and associated budgets
- Assist the Head of Policy and Advocacy in securing funding for policy staff posts
- Coordination and oversight of commissioned work or projects i.e. working with consultants

Advocacy for trust policy and positions (as agreed with the Head of Policy and Advocacy)

- Provide briefings ahead of key meetings both for Trust staff and/or for parliamentarians
- Support the Trust's major projects with key evidence-based policy and advocacy positions
- Keep the Trust informed of policy processes and timings surrounding relevant policy and legislation
- Engage in relevant policy processes and coordinate responses to key consultations
- Develop and manage relationships with civil servants relevant to work priorities
- Develop relationships with relevant contacts in other organisations e.g. other NGOs
- Attend Scottish Environment LINK and other group meetings where appropriate and engage on key issues for the Trust
- Engage with other specialist groups where relevant
- Advocate Trust policy in meetings internally and externally
- As part of a team develop major policy events such as conferences, parliamentary events or site visits with MSPs, where appropriate leading on these events as required
- Engage with key major planning applications that could have a serious impact on designated sites or Trust reserves
- Provide strategic policy support and advice to our network of local planning volunteers
- Engage with broadcast and or print media, including as a spokesperson for the Trust
- Coordinate responses to questions from members on relevant topics when delegated to do so
- Provide policy input and learn from other parts of the Trust
- Help develop key media messages with the Trust's PR and Communications staff.

Supporting:

- Help pick up any other relevant duties determined by the line manager, in line with the priorities and needs of the organisation and delivery of our Strategy 2030.

Key Internal & External Contacts

- Policy and Advocacy team, including Head of Policy and Advocacy, Living Seas Manager
- Wider External Affairs team within the Trust
- The Trust's network of planning volunteers
- The Trust's Conservation Committee
- Relevant consultants and contractors
- Scottish Government, NatureScot, Scottish Environment Protection Agency, Forestry Commission Scotland, local authorities, and other relevant agencies
- Relevant Scottish Parliament Committees
- MSPs and MPs
- Scottish Forum on Natural Capital
- Scottish and UK Parliaments
- Scottish Environment LINK and other key NGOs and land management bodies
- Stop Climate Chaos Scotland
- The Wildlife Trusts

Other relevant stakeholders, influencers and external groups

Qualifications, Experience (essential/desirable)

Essential qualifications:

- Educated to at least degree level in a relevant discipline or demonstrable matched experience

Essential knowledge and experience:

- Demonstrable achievement in a relevant conservation related area or with strong transferable skills, ideally in Scotland
- Knowledge and experience of policy relating to at least three of the following areas: Agriculture, Forestry and woodlands, Wider land management, Wildlife, Habitats, Natural capital, Planning
- Experience of policy development, including responding to government consultations
- Understanding of the Scottish devolved policy context and how that differs from the rest of the UK
- Experience of working with civil servants, parliamentarians, landowners and managers, NGOs and other key stakeholders
- Demonstrable written and verbal communication which conveys complex topics in a concise and authoritative way
- Demonstrable experience of line management and staff supervision
- Experience of managing delegated budgets
- Experience of using standard IT packages such as Microsoft Office, video conferencing tools such as Teams

Desirable knowledge and experience:

- Knowledge of key policies relating to wildlife and nature
- Experience of writing content for web pages, blogs and social media platforms
- Experience of policy campaign work and developing key policy asks for government
- Passionate and enthusiastic about, not only wildlife, but the wider environment and protecting it
- Experience of digital tools or platforms that support external networking and collaboration

Key competencies	Essential	Desirable
Technology and knowledge (IT)	<ul style="list-style-type: none"> • Familiarity with online collaboration applications (Outlook, Teams, SharePoint, Zoom) • Good knowledge of Microsoft Office applications (Word, Excel, PowerPoint) 	<ul style="list-style-type: none"> • Experience using WordPress website management software
Organisation and planning	<ul style="list-style-type: none"> • Ability to respond flexibly to changing priorities • Ability to prioritise a busy workload • Ability to manage delegated budgets 	<ul style="list-style-type: none"> • Ability to engage positively with resource constraints
Communication (writing/spoken)	<ul style="list-style-type: none"> • Excellent verbal and written communication skills 	
Problem Solving	<ul style="list-style-type: none"> • Positivity and a desire to learn, including new ways to engage policy contacts both directly and indirectly, in-person and digitally 	
Judgement	<ul style="list-style-type: none"> • Creativity and flair for excellent engagement with colleagues internally and externally • Attention to detail and a focus on quality • Ability to make informed decisions independently – taking the initiative to work in a way that helps achieve the organisations core goals • Policy development, formulation and ability to communicate this effectively 	
Management	<ul style="list-style-type: none"> • Line management of staff and associated problem solving 	<ul style="list-style-type: none"> • Understanding of privacy and data protection compliance e.g., GDPR
Teamwork	<ul style="list-style-type: none"> • Enthusiasm to lead and be part of a motivated team 	
Commitment to organisational culture, values and vision	<ul style="list-style-type: none"> • Commitment to the aims of the Scottish Wildlife Trust • Commitment to equality, diversity and inclusion in all aspects of communications 	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Ability to travel to Trust wildlife reserves	x		
First Aid Certificate		x	
Credit Check	x		

Author	Director of External Affairs	Date	June 24
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Job Description



Policy Team Structure

