

### JOB DESCRIPTION

<b>JOB TITLE</b>	: Scottish Policy & External Relations Officer
<b>ACCOUNTABLE TO</b>	: Scottish Head of Campaigns, Communications & Policy
<b>PLACE OF WORK</b>	: Fountain House
<b>GRADE</b>	: 7
<b>HOURS OF WORK</b>	: Unspecified

### MAIN RESPONSIBILITIES

- The post holder will help to defend our members' interests and grow our trade union through the development and implementation of policies advancing our industrial and organising agendas, engaging with local and devolved government on a daily basis.
- Will work with the Scottish Head of Campaigns, Communications & Policy and departmental colleagues, plus organisers and elected reps, to help policy and policy development shape our campaigning and communications objectives.
- Ensure policy work supports workplace and sectoral bargaining and negotiations and that our trade union's policy development is relevant and credible in the industrial, political and public environments.
- Develop our trade union's external relations and the highest levels of Scottish political and civic life, including Scottish Government Ministers, Senior Civil Servants, Council leaders and politicians across the political spectrum.
- The post holder will hold a deep understanding of Scottish politics and legislative development, coordinating our trade union's political engagements and relationships and its interactions with our members.
- Key responsibilities also extend to the implementation of our trade union equalities policies in our workplaces, lay committee and official structures, helping to grow a more balanced, diverse and informed membership.

## **SPECIFIC TASKS AND DUTIES**

- Preparation, development and communication of policy to members, officers, and external stakeholders and the production of our trade union's responses to government consultations that affect the interests of GMB Scotland members.
- Guide and support of the union's internal democracy, formulate motions and speech-writing for conferences or events and to act as a point of contact and engagement for members and relevant external unions, organisations and individuals.
- Co-ordinate and manage the trade union's internal policy development, party political and political policy relationships, including political campaigning and funding activities as per our trade union's policy agenda.
- Convene our trade union's Scottish political committee, coordinate our activity across all local, devolved and reserved constituencies and lead our campaigning and policy agendas on the Scottish Labour Party's National Executive Committee.
- Advocate for the trade union's campaigning and policy agenda in the public arena, including conferences, parliamentary committees and invitations to external organisation events.
- Work with departmental colleagues to ensure trade union policy is accurately and effectively communicated and presented via our internal and public communications platforms, including website and social media.

## **ADDITIONAL DUTIES**

- Assist membership department, organisers and staff with maintenance of accurate and up-to-date political and political affiliate contact lists.
- Undertake support work for the regional committee at the request of the Scottish Secretary.
- Provide support work for our organisers' representation duties at the request of the Scottish senior organisers.
- Undertake policy assistance and education for lay representatives at the request of the Scottish Education Officer.

- Provide campaigning support for external organisations supported by GMB Scotland at the request of the Head of Campaigns, Communications & Policy.
- Handle membership, media and any public enquiries during peak periods or service shortages.

## **PERSONAL SPECIFICATION**

- The post holder will have an eye for detail, work as part of a team and alone, and be able to work in a fast-paced and frequently high pressure environment, both to a specific work plan and frequent on-demand, ad-hoc requests.
- An understanding of legislative development and political policy – at local, devolved, reserved and international levels – affecting economy, data, employment and the wider trade union related environment is vital.
- An ability to network and build effective relationships that serve the interests of our members is highly desirable, including politicians, journalists and representatives of external organisations.
- Background and experience in trade unionism is preferable but the post holder must have an understanding of and empathy with the underpinning values of the labour movement and of GMB.
- Will be flexible and prepared to work unsociable hours and weekends to meet the demands of the trade union on request, including representing our trade union at political conferences and meetings.

## **EXPERIENCE**

- Post holder will be able to demonstrate a proven track record of policy development and delivery in a similar organisational or political environment.

## **QUALIFICATIONS**

- Degree level qualification(s) desirable but not essential.