



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

**Policy and Partnerships Officer – Scottish Obesity Alliance  
(fixed term contract for 12 months)**

**Salary: Grade 4 - £28,472.44 FTE - £22,777.95 (pro rata 28 hour per week 0.8 FTE)**

**The College has introduced hybrid working which enables employees to work from both their home and in the College. As part of this arrangement, employees will be required to spend at least 50% of their working time in the College, with the days being subject to the needs of the business.**

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other.

The College promotes an agile, flexible workforce and applications from individuals seeking part-time, job- share, or flexible working arrangements are welcome.

### **The Role**

To provide policy and project support for the Scottish Obesity Alliance (SOA), a Scotland wide alliance of organisations committed to tackling obesity through prevention. The Scottish Obesity Alliance has an independent chairperson and an Executive Group who set policy priorities. The post is hosted within Obesity Action Scotland who provide line management to the postholder.

The post holder will report to the Head of Obesity Action Scotland for line management support and to the Alliance Leadership/Alliance Chairperson. The Head of Obesity Action Scotland post is currently vacant, and the post holder will report to the Interim Programme Lead for the initial period. The Alliance Chairperson role is also currently vacant and will be filled once the Head of Obesity Action Scotland role is filled.

### **The Policy and Partnerships Officer will:**

- co-ordinate and organise project and network meetings
- support the SOA policy, advocacy and public affairs work
- support the delivery of the work programme of SOA
- co-ordinate and process membership applications
- assist in the creation and posting of website and digital media content
- manage an online digital members area
- co-ordinate and organise events and digital events
- assist in the collation and reporting of activities
- assist with Obesity Action advocacy work and related activities as required

This post is provided on a fixed term basis and may be extended dependent on funding.

## About You

- A degree level qualification in a relevant subject or minimum 12 months experience in a similar role
- Experience of partnership working and effective relationship management
- Experience and knowledge of public affairs activity and the Scottish policy and political landscape
- Strong planning and organisational skills including administration and project management skills
- Self-motivated personality
- Excellent communication skills, both written and oral, with strong attention to detail
- Strong interpersonal skills in order to interact effectively with a wide range of internal and external stakeholders
- Interest and informed in health and social topics and issues
- Experience of influencing decision making with colleagues and senior managers
- Knowledge of digital communication channels e.g. X/Twitter and LinkedIn
- Evidence of good and effective team working
- Proven administrative skills

## Desirable

- Experience of setting up and operating an alliance/partnership/coalition
- Knowledge of obesity or public health policy area
- Working with media
- Event management skills
- Good level of numeracy to enable analysis of engagement statistics
- Knowledge of survey monkey or equivalent software package
- Knowledge of General Data Protection Regulations (GDPR)
- Discretion and sensitivity

## Benefits

40 days holiday  
Pension  
Life Assurance Benefit  
Enhanced Sick Pay, Maternity, Paternity and Adoption pay  
Wellbeing Benefit  
Cycle to Work Scheme

Successful candidates will have the requisite ability and experience to meet the specific requirements of the post. If you believe you have the skills to be part of our team then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring form (available from our website) **via S1jobs**

**The closing date is Friday 19<sup>th</sup> April 2024 at 12 noon. We anticipate that interviews will be held on week commencing 29<sup>th</sup> April or week commencing 6<sup>th</sup> May 2024. If you have any queries or wish to discuss the post in more detail, please contact [recruitment@rcpsg.ac.uk](mailto:recruitment@rcpsg.ac.uk). An informal discussion can be arranged from Monday 15<sup>th</sup> April 2024 onwards.**

**A Charity Registered in Scotland: Charity Registration Number SC000847**