



Job Description

Section 1 - Description

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

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

Location: Hybrid working arrangement. Royal College of Physicians and Surgeons, St Vincent Street, Glasgow and home working.

Reports to: Head of Obesity Action Scotland

Date: April 2024

Section 2 - Job Purpose

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.

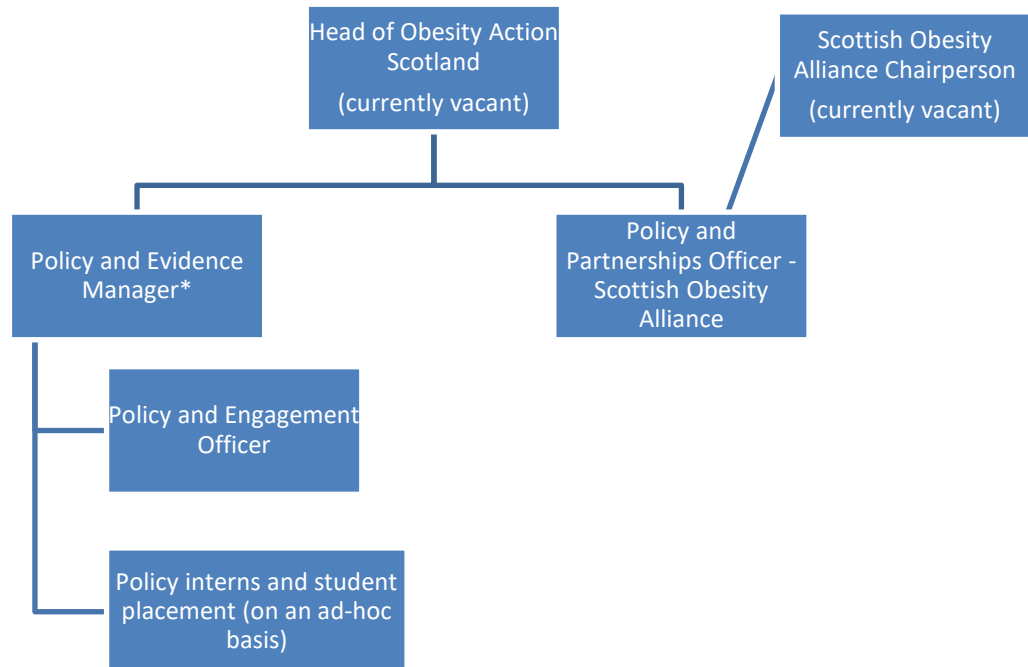
The Policy and Partnerships Officer will:

- 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.



Section 3 - Organisation Chart



*The Policy and Evidence Manager is currently acting as Interim Programme Lead for Obesity Action Scotland, and the post holder will report to them until the vacant Head of Obesity Action Scotland post is filled.

Section 4 - Main Responsibilities and Role

The key activities within this post include:

- organisation of meetings and papers associated with the running of the Scottish Obesity Alliance including Executive Group, full membership and project task and finish groups
- provide secretariat support and management of the core member group of the alliance
- organisation of external stakeholder meetings, events, and webinars to support a number of programmes of work
- act as the primary point of contact for alliance members and undertaking direct engagement with them to build trust, confidence, and levels of involvement from members
- co-ordinate policy work and external communications on behalf of the alliance, including co-ordinating consultation responses, co-ordinating task and finish groups, co-ordinating external communications with partners and the College, and supporting parliamentary engagement
- engage with external partners on behalf of the alliance to influence policies and action
- represent the alliance at external meetings, conferences and events
- engaging partners and signing up new members to the alliance, and process membership applications



- identify opportunities to develop and promote the profile of the alliance, with partners and the College
- promote collating and sharing of information across the organisations
- generate and post content on SOA members website, public website, and social media channels
- develop and maintain communication with external stakeholders
- monitor and report on activities and events
- maintain and regularly update alliance membership directory
- provide support across other Scottish Obesity Alliance and Obesity Action Scotland activities as and when required

Core Competencies

- ✚ **Partnership Working:** experience of working within a small team, and with senior managers across a range of organisations, bringing people together and co-ordinating work to deliver joint projects and initiatives, managing relationships across a number of organisations on a complex topic
- ✚ **Influencing:** ability to engage with senior management personnel and to represent the views of the Alliance to external stakeholders
- ✚ **Communicating:** excellent communication skills, oral and written, to co-ordinate and promote the activities of the Alliance with a range of internal and external stakeholders, excellent interpersonal skills to engage partners
- ✚ **Creativity:** ability to contribute to innovation, develop and implement new ideas, work productively with Alliance and partner organisations to amplify the impact of the Alliance's work
- ✚ **Planning and Organising:** a dynamic and varying workload will require the postholder to be flexible in approach, able to meet deadlines and adapt workloads to meet varying priorities
- ✚ **Motivated:** ability to initiate and complete tasks
- ✚ **Team Work:** ability to work as part of a small team, sharing key skills and knowledge

General Responsibilities

- ✚ Generate and manage effective and evidence based digital communications content including web and social media
- ✚ Manage and prioritise workload and ensure that deadlines are met, working on own initiative to deliver agreed outcomes
- ✚ Maintain positive and constructive working relationships with all members of the staff team and key external stakeholders across a number of organisations
- ✚ Participate in the setting of objectives for relevant projects and ensure that all staff across the team are kept up to date with relevant issues and developments
- ✚ Maintain confidentiality, as appropriate, with sensitive or privileged information, including day to day observance of data protection guidelines
- ✚ Adhere to all internal and external policies, procedures and contribute constructively, as required, to their ongoing development
- ✚ If required, work outside normal working hours for which time off in lieu (TOIL) will be given
- ✚ Have regard for your own personal health and safety and that of those around you



Section 5 – Knowledge, Experience and Skill Set Required

Essential

- 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