

Job title: Policy and Partnerships Manager (Scotland)

Responsible to: Head of Policy and Insight

Working with: LI Policy and Communications Committee, Landscape Institute Scotland branch

Salary Level: £30k - 35k (pro-rata 0.6), dependent upon experience.

Working hours: 21 hours per week

Location: Scotland, Central Belt. **NB:** The LI holds a short-term office lease in Edinburgh; however, this is currently under review in light of COVID-19. Applicants are asked to state where their preferred working location would be. We are open to home-based working for the right applicant.

About the Landscape Institute (LI)

The Landscape Institute (LI) is the royal chartered professional body for the landscape sector, which includes landscape architects, landscape managers, urban designers, and parks managers. The LI leads, regulates, and inspires the landscape sector to ensure it is equipped to deliver for the benefit of people, place, and nature.

Landscape professionals design and manage outdoor spaces; they create urban and rural green infrastructure, and improve healthy places which deliver multiple social, economic, and environmental benefits. Our members are at the forefront of nature-based solutions to climate change and biological diversity.

It is an exciting time to join the LI, as it is currently in the middle of a five-year strategy which seeks to grow its influence, relevance, and inclusivity. We are seeking someone to be part of that growth, and help to raise the profile of landscape within public policy.

Job Profile and Overview

We are looking for a Scotland-based **Policy and Partnerships Manager** to support our ambitions in Scotland and beyond. The LI is looking to build its external presence, and you will work on policy, research and insight, campaigns, and networking to grow our influence and help build the profession in Scotland. The post will work with the Head of Policy and LI membership to develop policy positions, prepare expert briefings, build our network, and ensure that the voice of landscape is heard by decision-makers.

You will act as the LI's country manager for Scotland, being the key point of contact for the sector, engaging key stakeholders, and working flexibly on national priorities and opportunities. You'll also work as part of the wider UK policy team (2x FTE in addition to this role), occasionally working on reserved UK matters and contributing to the success of the organisation as a whole.

To be successful, you will need to have experience in a similar policy or external affairs role, and be confident working relatively independently. We are looking for candidates with a proven track record of working with internal and external stakeholders in the development of policy and projects. You must have a solid understanding of political and policy processes in Scotland and excellent communication skills.

Experience working for a membership body or relevant knowledge of natural or built environment issues would be beneficial.

Main responsibilities

The key responsibilities of the role include:

- Maintain and develop key relationships with external stakeholders and decision-makers to help advance landscape policy in Scotland
- Monitor new policy and political developments, respond to government consultations, and brief colleagues and members as appropriate
- Develop research and insight on the built and natural environment in Scotland, ensuring that the LI is well-informed and that its policy is evidence-based
- Project manage annual research/policy projects, including coordinating advisory groups and managing external consultants as required
- Ensure that LI members are engaged in policy, and work closely with LI Scotland branch to guide national priorities and opportunities for influence
- Seek opportunities for communicating LI policy externally, for instance by writing blogs, articles, content for social media, etc. and representing the LI at external events
- Work with the technical and education team to understand skills gaps, industry concerns, and technical practice issues in Scotland
- Work with the member development team to seek opportunities for engaging existing members, as well as growing the LI membership in Scotland
- Develop collaborative working relationships with LI volunteers and member committees, supporting the sector to speak with a united voice
- Provide “dotted-line” management of the LI Scotland administrator (0.2 FTE of a 0.8 role)
- Contribute to the wider success of the organisation, support cross-team initiatives, and undertake other ad hoc duties as required

Person specification

Essential criteria

- Solid policy development experience, ideally within a professional/membership body or connected to the built or natural environment sectors
- An understanding of Scottish policy and political processes, and the role of the key actors within it
- Excellent written and verbal communication skills and the ability to build and maintain relationships with a diverse range of people
- Ability to interpret and analyse complex issues and clearly communicate key concepts to expert and non-expert audiences
- Ability and willingness to quickly learn new policy areas, and to fill gaps in knowledge
- Ability to manage own time without supervision
- Enthusiasm and passion about the future of landscape and the profession

Desirable criteria

- Awareness of the importance of evidence-based policy, and general familiarity with basic research methodologies
- Experience of working with volunteers

Application:

The deadline for applications is midnight, Sunday 6th September 2020. Please send a full CV and covering letter highlighting why you would be a good fit for the post to jobs@landscapeinstitute.org

First round interviews will be held over the phone 14th September. Please advise if you cannot make this date.

For an informal discussion about the role, please contact Ben Brown, Head of Policy (benjamin.brown@landscapeinstitute.org or 0330 808 2230, ext. 007)

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