

# POLICY AND CAMPAIGNS OFFICER (SCOTLAND)

## JOB DESCRIPTION

<b>Job title</b>	<b>Policy and Campaigns Officer (Scotland)</b>
<b>Department</b>	<b>Policy and Campaigns</b>
<b>Office location</b>	<b>Arbon House, 6 Tournament Court, Warwick, CV34 6LG</b>
<b>Salary</b>	<b>£35,000 - £40,000 depending on experience</b>
<b>Reporting to</b>	<b>Head of Policy and Campaigns</b>

## COMPANY VALUES

- We act with integrity
- We are member-focused
- We are industry leading
- We are ambitious
- We champion education

### The Company:

Propertymark is the go-to organisation for property transactions and our focus is on helping people buy, sell, and rent their treasured homes. We help to protect and guide consumers in property transactions and all agencies displaying the Propertymark Protected logo meet higher standards than the law demands.

Propertymark is a membership organisation comprising several divisions and a sector-leading professional awarding body, Propertymark Qualifications. Members have to adhere to strict eligibility criteria and a code of practice, we provide resources, training, events and professional services to support the thousands of estate, letting and auctioneering agencies that are in membership.

## JOB PURPOSE

Propertymark is looking to recruit a for a proactive and creative Policy and Campaigns Officer to assist with lobbying and stakeholder engagement activities as well as delivering a diverse range of high-quality written communications.

The successful candidate will have experience of working on campaign and policy development. They will have excellent communication skills and knowledge of the Scottish parliamentary system and politics with the capacity to regularly attend meetings in Edinburgh and across Scotland.

Reporting to the Head of Policy and Campaigns and working with a small Policy and Campaigns Team, you will be a point of contact for a wide range of policy issues, prepare responses to consultations and engage with stakeholders to promote the work of Propertymark in Scotland and across the UK.

The role will involve providing materials to support campaign messaging and press work. You will have experience of drafting guidance and policy briefings on technical issues, dealing with senior personnel and managing complex stakeholder relationships. Applicants must be able to demonstrate the ability to draft formal reports and position papers. A working knowledge of the legislative processes and procedures is essential.

## **Main Duties and Responsibilities:**

- Preparing persuasive and reasoned responses to government consultations and calls for evidence across the property sector and aligned matters.
- Providing briefings, factsheets, FAQs, guidance and position papers on legislation and policy developments and their implications for Propertymark members and staff.
- Assisting with lobbying governments and building relationships with MPs, Peers, MSs, MSPs, MLAs and other relevant parties on issues affecting the property industry.
- Representing Propertymark at meetings and on working groups convened by stakeholders on matters relating to the property sector.
- Advocating legislative changes and Propertymark policy positions at internal and external meetings and events.
- Working with the Press Team and Marketing Communications Team to articulate policy positions and create persuasive and engaging content to support campaign messaging across Propertymark's communications channels.
- Building an awareness of the sector landscape and providing support to Propertymark staff and members with responses to technical queries.

## **Key working relationships:**

- Members and Regional Executives
- Government officials and politicians
- Other sector organisations
- Press and PR Team
- Marketing Communications Team.

## **JOB REQUIREMENT/SKILLS**

- Excellent written and oral communication skills.
- Clear evidence of interpreting complex legislation.
- Experience of writing persuasive responses to consultations.
- An understanding of legislative processes and procedures.
- The ability to professionally interact with senior officials.
- Experience of managing complex stakeholder relationships.

## **EDUCATION/EXPERIENCE**

- Commitment to Propertymark's mission, vision and values
- Ability to extract relevant information from complex materials
- Excellent organisation skills
- Flexibility
- The ability to manage a busy schedule and high turnover of content
- Personal integrity and credibility
- IT literate.

## COMPANY BENEFITS

- Healthcare cash plan
- Insurance cover, four times annual salary
- Five per cent employer contribution pension plan
- Generous annual leave allowance rewarding length of service, with an additional day of birthday leave
- Corporate bonus to reflect business performance
- A variety of regular social events to help staff get to know each other, stay in touch, and have fun
- Easy access location with free parking, fruit, and refreshments with fully equipped break facilities.