

Policy Support Job Description and Person Specification

Job title: Policy Support Officer

Hours: 37.5 per week

Salary: £25,000 per annum

Reporting to: Policy Manager, Community Land Scotland

Fixed term to: 1st April 2026

Closing Date: 21st April 2025 (interviews on 28-30 April)

Location: Ideally within commuting distance of Glasgow/Edinburgh to enable attendance at staff meetings and Scottish Government/Parliament meetings and events (applications from outwith this geographic area will be accepted)

Introduction

Community Land Scotland is a membership organisation which represents the interests of community landowners throughout Scotland, and which currently has over 130 Members. It is the national voice for community ownership and land reform in Scotland, the aim of which is to diversify the pattern of land ownership to ensure many more people can benefit from Scotland's land. Land ownership matters because it significantly influences how land is used and crucially who benefits.

Community Land Scotland operates by taking the real lived experiences of communities and using it to influence positive change.

Job description

Community Land Scotland has a UK wide reputation for promoting community empowerment through the democratic ownership of key assets in local economies, building community wealth and resilience. We are regularly asked to speak nationally within Scotland, within the UK and internationally, on land reform and community empowerment. We are the only civil society organisation that exists to fulfil this advocacy function.

This role would suit a recent graduate or someone with similar experience. The role is envisaged as relatively entry-level in which training and development will take place alongside gaining a wide range of experiences, all of which will support career development.

As Policy Support you will have a specific role within the policy and communications team to help research and shape policy development whilst sharing our message with a wider audience.

We are looking for a Policy Support Officer who is a strong oral and written communicator with strong organisational and administrative skills, who can digest and synthesise complex information and then present it in an engaging format and who has a passion for community-led approaches and land reform.

The main objectives of this post, and outcomes to be delivered are to:

- Help support the organisation's busy policy agenda with a focus on developing policy to deliver more community ownership, further land reform in Scotland and to help communities deliver their sustainable development objectives
- Promote awareness and benefits of community land ownership across all communities in Scotland and particularly spread our message to new demographics
- Demonstrate how more community ownership creates more communities in control of their own sustainable development
- Develop, facilitate and promote networking among a range of partner organisations that promote community ownership and land reform in Scotland
- Work with the Policy Manager to represent Community Land Scotland's members from Holyrood to local political discussions and in wider forums

Responsibilities

This is a wide-ranging role which, while having specific tasks identified below, can be developed to suit the candidates' own skills and experiences. Community Land Scotland has a national voice and reputation and the specific responsibilities will be focused on enhancing this and ensuring our objectives are delivered. The responsibilities include:

Policy and advocacy

- Work with the Policy Manager on a programme of policy advocacy, underpinned by a sound evidence base which will have been drawn from the organisation's support work with communities
- Develop and maintain our policy communications on social media – including continuing the work of the Land Reform Campaign
- Support our programme of campaign events to spread public awareness about land justice issues and political solutions
- Maintain the policy and advocacy elements of the Community Land Scotland website
- On occasion to act as a representative of Community Land Scotland at meetings with allied organisations or public body/governmental meetings
- Support the development of Community Land Scotland's manifesto for the 2026 Scottish Parliament elections
- Support our work around the Land Reform Bill, Community Wealth Building Bill, Natural Environment Bill and other relevant Bills – particularly in relation to the researching and drafting of policy briefings and research papers
- Support our policy network-building at a national and regional level and work with partners to coordinate the development of policy proposals for submission to the Scottish Parliament and Scottish Government – particularly in relation to the work of the Scottish Community Coalition on Energy (SCCE) and our work on addressing the rural housing crisis
- Work with the International Land Coalition on the development and maintenance of the Europe, Middle East and North Africa Youth Network
- Develop and maintain knowledge of key policy, legislative and funding developments relevant to the sector

Research and case studies

- Undertake desk-based research as part of the programme of policy development and to feed into briefings and media content
- Assist with the managing of commissioned research projects to provide the evidence needed to make the case for more community ownership
- Be an active part of the Community Land Academic Network (CLAN) network of academics and researchers and contribute to developing their research agenda

Communications

- Lead on Community Land Scotland's social media presence in relation to policy issues and the land reform campaign
- Support the work of the Policy Manager and PR and Comms co-ordinator when publicising policy issues. This may include helping prepare press releases, social media releases and cultivating good relationships with key media interests. This will involve working with other team members.
- Work with the Policy Manager and PR and Comms co-ordinator to ensure that the organisation's Members are kept engaged and informed as to current and emerging policy issues and how they can promote positive change within their own communities. This will include supporting the quarterly policy meetings with members and contributing to monthly newsletters

Supporting Community Land Scotland's wider work

- Promote a climate of accountability, openness, collaboration, and innovation.
- Attendance at Community Land Scotland events will be an essential part of the role.
- Carry out any other duties that may be required, as specified by the Policy Manager of Community Land Scotland.

Person specification

Key criteria	Essential	Desirable
Experience	<p>Experience of communicating with a wide range of audiences – including writing and public speaking</p> <p>Experience of social media content creation</p> <p>Experience of research and report writing</p>	<p>Experience of working in policy/advocacy</p> <p>Experience of representing organisations in a public capacity</p> <p>An understanding of the civil society structures in Scotland</p> <p>An understanding of Parliamentary/Government process</p> <p>Knowledge/experience of community ownership and/or land reform</p>
Personal qualities	<p>Strong communication and oral and written skills</p> <p>Excellent administration and organisation skills</p> <p>An ability to process and synthesise complex information</p> <p>Self-motivated and able to work remotely</p> <p>Ability to work as an integral part of a team in a small busy organisation</p>	<p>An understanding of how power is created and used in modern democracies and why who owns local land and key economic assets is important in these power relationships</p> <p>An enthusiasm and understanding of the principles of community-led development</p>

	Ability to work flexibly and under pressure	A full clean driving licence
Job circumstances	The job will involve travel and attendance at a range of meetings which could be held at evenings or weekends. Some out of hours and overnight stays will be required.	