

## Environmental Rights Centre for Scotland (ERCS)

### Advert

<b>Job title:</b>	<b>Policy &amp; Communications Officer</b>
<b>Salary:</b>	£27,825 - £30,822 (pro rata)
<b>Hours:</b>	21 hours – 28 hours per week
<b>Annual leave:</b>	25 days annual leave plus 10 days statutory holiday (pro rata)
<b>Contract type:</b>	Permanent
<b>Location:</b>	Hybrid working arrangements with office space in Edinburgh
<b>Reports to:</b>	Chief Officer
<b>Start date:</b>	Immediate

Are you passionate about protecting the environment and committed to advancing environmental rights? The [Environmental Rights Centre for Scotland](#) (ERCS) is looking for an enthusiastic and highly motivated person to join our advocacy team and secure concrete progress on environmental rights in Scotland.

We are facing a triple planetary crisis of climate breakdown, biodiversity loss and the increasing pollution of our air, land and water. ERCS's vision is of a Scotland where every person's right to live in a healthy environment is fully realised. As our Policy & Communications Officer, you will use your communications skills to help us challenge environmental injustice and change the system, through targeted advocacy for policy and law reform.

Our ideal candidate will have a proven track record in communications and advocacy or campaigning, and a good knowledge of environmental policy and law, preferably in the Scottish context. You will be an excellent communicator, with a naturally collaborative working style and will thrive in a small, creative team.

We really encourage applications from people who are Black or from minority ethnic communities, disabled people and people from lower socioeconomic backgrounds. ERCS is a [Disability Confident Committed employer](#) to demonstrate our commitment to welcoming disabled applicants for all roles. We commit to making reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate that they can do the job. We also commit to supporting employees and making adjustments during employment.

For informal enquiries contact Shivali Fifiield, Chief Officer at [chiefofficer@ercs.scot](mailto:chiefofficer@ercs.scot).

**Closing date: 10am Monday 16 October 2023**

**Interviews Friday 3 November 2023 online via Zoom**

Please include in your accompanying email any times that you would not be available to attend interview if shortlisted.

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## Job Description: Policy & Communications Officer

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### Background on ERCS

The [Environmental Rights Centre for Scotland](#) (ERCS) was initiated by Scottish Environment LINK (LINK) and was registered as a Scottish Charitable Incorporated Organisation (SC050257) in 2020. We became fully independent from LINK in July 2021.

***Our vision is of a Scotland where every person’s right to a healthy environment is respected, protected and fulfilled.***

Our mission is to assist everyone, especially people who face the biggest barriers, to exercise their rights in environmental law and to protect the environment. We do this through:

- **Awareness-raising of legal rights and remedies** and supporting equitable participation in environmental decision-making
- **Advice, assistance and representation** to increase access to justice and holding public authorities and polluters to account on the environment
- **Advocacy in policy and law reform** to improve environmental law
- **Strategic public interest litigation** to tackle systemic environmental problems.

ERCS understands environmental law to include law relating to land-use planning, climate change, pollution control, environmental health, the conservation of biodiversity, and any other field (e.g. cultural heritage, transport, energy) to the extent that it impacts on the natural environment and/or the right to live in a healthy environment.

Our operating values and principles are:

- open, accessible and approachable in how we offer our services
- respectful, collaborative and enabling in how we deliver our services
- evidence-based and assertive in how we advocate for policy and law reform
- trusted and authoritative in how we pursue environmental rights and litigation
- transparent in how we evaluate our impacts and improve our overall effectiveness.



## Job Purpose

As the Policy & Communications Officer for the Environmental Rights Centre for Scotland (ERCS) your role is to support the Policy & Advocacy Officer to deliver on ERCS's advocacy objectives and work across ERCS's programmes to develop policy positions and communicate these to various audiences.

Communicating what needs to happen in the right way at the right time and to the right audience is key to the success of our advocacy. You will support the development of ERCS's communication strategy so that we are clear what communication channels to use, how and for what purpose.

You will also build our communications and engagement with ERCS's members and subscribers to support our campaigns and rights awareness and outreach work.

It will be necessary in the course of the job to respond to a range of competing demands and a flexible approach to changing priorities is important.



## Key responsibilities

### Policy

***ERCS is recognised as the knowledge hub and expert in public interest environmental law – being a point of access for Scottish Government, Members of Scottish Parliament, decision-makers and other stakeholders.***

- Work with the Policy & Advocacy Officer to develop and deliver on the advocacy workplan.
- Work with the ERCS's Policy & Advocacy Officer to develop and communicate ERCS's position on substantive and procedural environmental rights: producing briefings, website content and presenting to various audiences as appropriate.
- Research, analyse and critically respond to policy consultations, parliamentary inquiries and other legal issues by working collaboratively with colleagues and the Advocacy Working Group.
- Maintain a thorough grasp of political and policy developments in relation to the environment and environmental law in Scotland and an overview of relevant environmental legislation and case law developments.

## Communications

***ERCS communicates what needs to happen in the right way at the right time and to the right audience.***

- Lead on ERCS's communication strategy.
- Work with the Policy & Advocacy Officer to develop clear key messages in line with our vision, mission and operating principles.
- Work with the Policy & Advocacy Officer to build relationships with news media: print and broadcast outlets to communicate our advocacy positions.
- Support the development of ERCS's website and social media presence to further ERCS's communications reach.
- Lead on any bulk mailings as required and support the publication of regular e-bulletins, publications and materials.

## External relations

***ERCS works to influence statutory and non-statutory organisations to promote access to environmental justice in line with ERCS's mission and values.***

- Represent ERCS in external forums as appropriate to advance advocacy aims with audiences including officials, special advisors, researchers, media and other sectors.
- Support the development of ERCS's relationship and profile with Scotland's policy and decision-making community including MSPs, Scottish Government and political parties.
- Support the development of ERCS's connections within Scotland's environmental, human rights and legal communities, including NGOs, academia and duty-bearers to establish strong working relationships.

## Governance and operations

***ERCS delivers on its strategic and operational objectives.***

- Work collaboratively with colleagues and with the Board of Trustees to deliver ERCS's operational workplans and strategic objectives.
- Work collaboratively with colleagues to ensure high quality standards and monitoring and evaluation systems are developed and maintained.
- Contribute to the support and training of ERCS student placements/interns and volunteers.
- Attend team meetings and events as required.
- Carry out other duties consistent with the job purpose and as ERCS may reasonably require.



# Policy & Communications Officer

## Person Specification

### Knowledge including necessary qualifications

- Degree or degree-level experience in a relevant discipline and at least three years' work experience in a relevant role and organisation.
- Good understanding of the various methods by which advocacy organisations achieve change.
- Good understanding of the political and legal landscape in relation to human rights and environmental law (preferably in Scotland).
- Good knowledge of online communications media.
- Demonstrable understanding of, and commitment to, environmental rights and justice.

### Experience

- Strong, practical experience of research, analysis and interpretation of policy issues and supporting the production of policy briefings and consultation responses.
- Strong track record of communications work, including briefing journalists and developing content for online, social and traditional media.
- Good experience of developing policy positions and delivering advocacy or campaigns projects.
- Good experience of building effective professional relationships and working collaboratively, including within coalitions and informal alliances.
- Good experience of developing and using monitoring and evaluation systems.

### Skills

- Good analytical and research skills, with practical experience of these in relation to policy development, ideally in environmental policy and law.
- An effective communicator capable of delivering complex messages in an accessible and persuasive manner to diverse audiences, including oral presentation skills.
- Excellent writing skills, with experience of report writing and writing for diverse audiences.
- Ability to manage and prioritise within a large, diverse, and unpredictable workload and to maintain standards under pressure.
- Excellent IT skills including Microsoft Office 365, Power point, electronic case management systems, and online meeting software such as Zoom and Teams.
- Excellent team-working skills.
- Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision and acting within limits of authority.



## Terms and conditions

This is a permanent contract for 21 - 28 hours per week, subject to a six- month probation. The salary will be £27,825 - £30,822 pro rata per annum depending on level of experience and skills.

The pro rata leave quota is based on 25 days annual leave and 10 public holidays per annum. There is flexibility over how the appointee will work their hours over five days. On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed.

ERCS operates an auto-enrolment workplace pension scheme with the Nest Pension where ERCS makes an employer contribution to employee personal pensions of up to a maximum of 8% of basic salary, complementing employee contributions.

