



## Job Description

### Section 1 - Description

<b>Job Title:</b>	Policy and Public Affairs Manager – Obesity Action Scotland (fixed term contract for 18 months - option to extend subject to funding)
<b>Salary:</b>	£34,189
<b>Location:</b>	Glasgow/home hybrid working (50% in office)
<b>Reports to:</b>	Head of Obesity Action Scotland
<b>Date:</b>	March 2026

### Section 2 - Job Purpose

To act as the primary point of contact for the [Scottish Obesity Alliance](#), a Scotland wide alliance of organisations interested in tackling obesity. The Scottish Obesity Alliance is convened by the Head of Obesity Action Scotland with policy priorities set in collaboration with membership and the Head of Obesity Action Scotland. The post is hosted within [Obesity Action Scotland](#) who also provide line management to the postholder.

Obesity Action Scotland is a national advocacy organisation concerned with preventing overweight and obesity through improved physical environments. Obesity Action Scotland is hosted and supported by the Royal College of Physicians and Surgeons of Glasgow. Funding for SOA is provided by Cancer Research UK.

Reporting to the Head of Obesity Action Scotland, the Policy and Public Affairs role is to:

- Develop detailed policy work and associated advocacy plans, that advance SOA's objectives and respond to wider context and political landscape.
- Proactively identify and pursue opportunities and gaps for creative influencing opportunities
- Respond to consultations and develop position statements in collaboration with the Alliance membership.
- Work collaboratively with OAS, OHA, CRUK and Scottish alliances in related fields, and act as the primary point of contact for the Alliance
- Undertake advocacy with key stakeholders, including political decision makers, to influence local and national Government policies that take forward the prevention of obesity agenda.
- Build membership and profile, ensure and deliver a clear and cohesive plan that fits and communicates the Alliance's strategy
- Oversee monitoring of impact and report to funders and Convenor on progress

### Section 3 - Job Dimensions

- Develop, manage and plan the policy and public affairs work of the Scottish Obesity Alliance
- Manage key stakeholder relationships with external partners to influence policies and actions and ensure that SOA is a credible, authoritative voice on the policy landscape.
- Develop and implement a communication strategy to take forward priorities and maximise impact of the Scottish Obesity Alliance.
- Undertake engagement and public affairs on behalf of SOA, collaborating with the SOA Convenor.



- Develop detailed, evidence-informed policy positions that keeps healthy weight high on the political agenda
- Provide professional secretariat support to the Alliance
- Promote engagement, collating and sharing of information across member organisations
- Measure impact and report to the Alliance and funders on progress
- Manage the SOA annual budget and ensure all reporting requirements of the funder (CRUK) are met.

#### Section 4 - Main Responsibilities and Role

##### Core Competencies required

- **Partnership Working:** experience of working 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 politicians, health professionals and other external stakeholders to represent the views of the Scottish Obesity Alliance
- **Communicating:** strong communication skills with ability to co-ordinate and promote the activities of the alliance with a range of internal and external stakeholders, excellent interpersonal skills to engage partners
- **Organisation:** excellent planning and work management skills including development and implementation of strategic plans and SMART objectives.
- **Creativity:** ability to develop and implement new ideas and translate complex policy ideas for wider audiences. This includes understanding the role of digital, media and social media in policy influencing.
- **Knowledge generation and management:** excellent research and data analysis skills and ability to prepare and disseminate briefings, reports and case studies.
- **Motivated:** to be a self-starter with ability to initiate and complete tasks within strict deadlines
- **Team Work:** ability to work as part of a small and integrated team, sharing key skills and knowledge

##### General Responsibilities

- Deliver high quality work that protects and enhances Scottish Obesity Alliance reputation as an evidence-based organisation
- Plan, manage and execute work in line with Scottish Obesity Alliance objectives
- Manage and prioritise workload and ensure that deadlines are met
- Maintain positive and constructive working relationships with all members of the staff team and Alliance, and ensure that all staff and members 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 and Skill Set required

### Essential:

- Educated to degree level or equivalent in relevant subject
- Demonstrating a strong understanding of public health policy, including the social and commercial determinants of health, food and nutrition.
- Experience of partnership working and effective relationship management
- Demonstrable understanding of policy making structures and processes in Scotland.
- Experience of public affairs work and engagement with politicians, Scottish Government officials and the parliamentary system (for example, writing responses to public consultations or serving on policy groups).
- Excellent oral and written communication skills including track record in the facilitation of discussions and delivering presentations.
- Able to gather, analyse and use data to develop briefings, reports and communications for different audiences.
- Strong organisational skills including ability to manage multiple projects on tight deadlines
- Ability to initiate and complete tasks with minimum supervision, seeking input from others as required
- Ability to recognise sensitive subject matter and use language that is appropriate and fosters a supportive environment for OAS's audiences
- Reliable and willing to support a range of projects and tasks as required
- Discretion, Sensitivity, Professionalism

### Desirable

- Experience supporting an alliance/partnership/coalition
- Knowledge of wider public health policy areas
- Understanding of local planning structures
- Budget management
- Proof reading skills
- Experience managing and generating engaging digital media content
- Experience in use of digital engagement analytics
- Experience of identifying and designing engaging visual content on platforms such as Canva
- Working with media
- Event management skills