



Scottish Region Policy Officer

Three-day-a-week permanent position paid by NSA Head Office from January 2020, latterly topped up to 3.5 days by NSA Scottish Region. Previously known as NSA Scottish Region Coordinator.

Responsible to: NSA Operations Director and NSA Scottish Region Chair.

Key relationships with: NSA Scottish Region officeholders, committee members, all NSA staff (but particularly the NSA Scottish Region Activities Officer, NSA Policy Manager and NSA Communications Manager), NSA Scottish Region members and other relevant farming and land management bodies, stakeholders and associations in Scotland.

Objective / Split between HQ and regional responsibilities: NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to deliver policy work in NSA Scottish Region, ensuring effective internal and external communications and consistent representation of NSA at stakeholder and other relevant meetings. As well as representing NSA Scottish Region at meetings, the role includes coordinating and sharing key policy information with staff, officeholders, committees, members and others to enhance membership recruitment and retention, raising the profile of the association and other NSA objectives. The three-day-a-week policy role is topped up to 3.5 days per week by the region so the role also includes administering regional committee meetings and influencing other regional activities so sheep farming policy work and technical sheep farming information is at the core of what NSA Scottish Region does. There is no expectation that the three days for NSA Head Office and 0.5 day for regional administration are delineated.

Job role

- Act as the point of contact for invitations for NSA Scottish Region to attend policy and stakeholder meetings and events. Either attend personally, or work with the Regional Chair to decide the most appropriate person to attend and support them accordingly. Communicate with the NSA Policy Manager where policy topics have a UK-wide context.
- Integrate key policy topics into NSA Scottish Region meetings, events and activities and ensure consistency between different areas of work.
- Respond to relevant consultations, working with the NSA Policy Manager where appropriate.
- Work with the NSA Communications Manager and NSA Policy Manager to ensure regular and appropriate policy press releases (standalone Scottish Region releases and Scottish content in UK-wide releases). Develop and support relationships with key individuals in the Scottish press.
- Work with the NSA Communications Manager and NSA Scottish Region Activities Officer to ensure regular and appropriate content in the NSA Sheep Farmer magazine, NSA Weekly Email Update, social media and NSA Scottish Region newsletter.
- Attend NSA UK Policy & Technical Committee meetings (typically four per year) and contribute to quarterly NSA Board reports.
- Be familiar with existing policy positions and papers, working with NSA staff and NSA Scottish Region officeholders to identify where positions need to be reviewed due to political changes or specific circumstances in Scotland.
- Manage and regularly communicate with the various regional committees, organising meetings, creating agendas, circulating papers, writing minutes in a timely fashion and ensuring all agreed actions are delivered.



Chief Executive: Phil Stocker
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Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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- Liaise with the NSA Scottish Region Activities Officer on events being held in NSA Scottish Region to ensure appropriate policy and technical content is included – e.g. providing updates at webinars, evening meetings and farm walks, and organising seminar content for NSA Scot Sheep and NSA Highland Sheep – with a view to ensuring existing members and potential new members are aware of the breadth and depth of NSA work in Scotland.
- Attend face-to-face and online meetings as appropriate, to communicate policy work, raise the NSA profile and support membership recruitment.
- Support the NSA Scottish Region Activities Officer in ensuring the region runs in accordance with the NSA Articles and other governance, and in line with the biennial budget.
- Other responsibilities
 - Sign up new members where able, by having a working understanding of membership recruitment initiatives, membership forms and payment methods.
 - Be a proactive member of the NSA team.
 - Other duties as agreed.

Person specification

- Strong interest in and knowledge of agricultural policy in Scotland, preferably livestock/sheep.
- Excellent oral presentation skills, and preferably experience of speaking in stakeholder and farmer meetings.
- Excellent written communication skills, and preferably, experience writing consultation responses, policy positions and meeting summaries/minutes.
- Proactive and organised with the ability to manage own time and meet deadlines.
- IT literate, preferably with experience with Microsoft programs.
- Full driving licence, and ability to travel extensively within Scotland and occasionally further afield (including to NSA Head Office in Worcestershire)
- Preferably, experience working with and managing committees.