**CPT SCOTLAND PUBLIC AFFAIRS MANAGER**

**Salary**

£42k

**Role Description**

Can you help us deliver an excellent service to our members? We are looking for a Public Affairs Manager to support the work of CPT Scotland’s Director as we build and promote the case for a supportive policy framework for the bus and coach sector in Scotland.

You will work with the CPT Scotland Director to ensure CPT’s key messages and policy positions, as agreed by our membership, are successfully represented to political audiences. You will engage with the Scottish Government, Scottish Parliament, MSPs and decision makers in relevant Scottish agencies. As required, you will also ensure CPT Scotland is represented to Scottish local and regional transport authorities and you will liaise with CPT UK and CPT Wales on wider political issues.

Early tasks will include monitoring the policy landscape as it pertains to the public transport sector, representing our members’ interests to the Scottish Government and Transport Scotland, and establishing strong relationships with MSPs in the Scottish Parliament.

The role allows for a hybrid working pattern. Our office is based in central Edinburgh. Travel to attend meetings across Scotland may be required.

**About You**

You will be an excellent communicator, with a flair for policy and sound political judgement.

You will have held a relevant policy or parliamentary role within an organisation or will have direct experience working in the Scottish Parliament or Government.

You will have a naturally collaborative working style, and will thrive in a growing, dynamic and creative team. While we do not expect you to have an in-depth knowledge of the bus and coach sectors, you should be able to demonstrate an ability to learn and adapt to new challenges and will be motivated to contribute towards a supportive policy environment for bus and coach across Scotland.

A fuller list of key tasks and person specifications is attached below as Annex A. Interested applicants should submit their CV and a covering letter outlining what has attracted them to this position and what they could bring to it.

**How to Apply**

All applications should include a recent CV and a covering letter and should be sent to [paul.white@cpt-uk.org](mailto:paul.white@cpt-uk.org)

**Interviews for the position will be held in September 2022**

**Equality, diversity and inclusion**

CPT is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people with the appropriate skills from all parts of the community.

**Application Advice**

An application is your opportunity to tell us why we should interview you. It's an excellent opportunity for you to create a good impression.

Make sure that you:

* Tailor your answers to the specific job description and criteria in the person specification. Give real-life examples to demonstrate how you match the criteria.
* You will only be shortlisted if you meet the essential requirements of the person specification. The decision to shortlist you for an interview will be solely based on the information you provide in your application form.
* Keep your information relevant, concise, and factual.
* If the job is in a different sector from your previous experience, highlight transferable skills and draw links between the two.
* Always check your spelling and grammar.

Good luck!

**CPT SCOTLAND PUBLIC AFFAIRS MANAGER**

**ANNEX A**

**Business Unit:** CPT Scotland

**Reports to:** Director, CPT Scotland

**Place of work:** 2 Walker Street, Edinburgh, EH3 7LA. A hybrid model of home and office working is possible

**Job purpose:**

Work with the CPT Scotland Director to ensure CPT’s key messages and policy positions, as agreed by our membership, are successfully represented to political audiences. Produce and execute strategies to engage with the Scottish Government, Scottish Parliament, local authorities and decision makers in relevant Scottish agencies to ensure CPT Scotland is proactively involved in sector-specific issues. Monitor the policy landscape as it pertains to the public transport sector and advise members on current issues. Develop and maintain contacts with existing and new members across Scotland.

**Working at CPT**

Our values matter to us. They help us achieve what our members have asked us to and deliver our very best both individually and as an organisation. We are:

* ambitious to make things better for the passengers our industry serves
* inclusive in seeking out different perspectives and
* always there when our members need us.

We ask every colleague to live these values as part of their role and ask managers to enable their teams to do so.

**Tasks and results**

| **Key tasks** |
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| To support the Director for Scotland and deputise, where appropriate. in line with the Business strategy and action plan |
| Preparing submissions and responses to relevant consultations and inquiries. |
| Identifying opportunities for, and/or threats to, the bus and coach sectors in the public policy area. |
| Assist in the provision of information, advice and assistance to members and ensure that all enquiries are dealt with effectively and efficiently. |
| Liaising with CPT members and committees to manage, develop and promote policy issues in line with CPT objectives and priorities. |
| Drafting speeches and briefings for use by CPT representatives. |
| To facilitate and attend meetings with key transport and tourism stakeholders in Scotland, including the Scottish Traffic Commissioner and local authorities and lead these meetings as required. |
| To keep CPT HQ informed of developments regarding CPT Scotland activity and policy positions. |
| To manage individual projects as and when required in conjunction with the Director for Scotland and CPT HQ. |
| To assist in the organisation of CPT Scotland events with other CPT Scotland Staff. |
| To assist with the provision of information, advice and assistance to members and ensure that all enquiries are actioned. |
| To monitor Scottish Government and Scottish Parliament activity, report on relevant developments to colleagues, and ensure CPT is reacting and responding where appropriate. |
| To ensure that effective systems are in place for CPT to comply with the Lobbying (Scotland) Act 2016 and related legislation |
| To support campaign work directed at local authorities where relevant.  To help CPT members to respond to key Scottish Government consultations and Scottish Parliamentary inquiries |
| To attend relevant conferences and seminars and make presentations at such events where appropriate. |
| Provide information to CPT UK London Office as and when required. |
| You will also assist with other reasonable duties as requested by your manager. |
| In common with the entire CPT team:   * Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post. * Work in harmony with colleagues and members, communicating in an open and courteous manner. * Actively and continuously review all work-related activities and suggest areas for improvement. * Follow all relevant Company policies and procedures. |

**Person specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | * Degree or equivalent standard of education | * Degree or equivalent in political science, or public or environmental policy |
| **Technical competencies** | * Excellent communication skills: both verbal and written. * Strong organisational skills: self and others. * A competent networker * Ability to quickly absorb new and complex information * Computer literate and familiarity with all MS Office packages. | * Familiarity with engaging audiences through social media |
| **Experience** | * Worked in a similar field and/or role. | * An understanding of the transport sector * Worked previously in, or have an interest in, the transport industry. * Familiarity with events organisation. * Experience of creating a network of contacts within a policy area up to Ministerial level. |
| **Knowledge** | * A good working knowledge of Scottish Parliamentary procedures, and the structure and workings of the Scottish Government * Knowledge of membership organisations |  |
| **Special Attributes** | * A demonstrable ability to work to CPT’s values * Able to work independently: be a self-starter, as well as part of a team; Able to interact with a wide variety of people/groups. |  |