



**JOB DESCRIPTION:** Parliamentary Officer

## 1. DETAILS

**Job Title:** Parliamentary Officer

**Location:** Contracted office base: Norton Park, 57 Albion Road Edinburgh. CCPS supports hybrid working and flexible approaches which balance our business needs with the life needs of our people. Given the nature of the role, regular in-person meetings (internal and external) will be required.

**Reporting to:** Head of Communications & Engagement

**Terms:** 35 hours per week, fixed-term 12-month contract.

## 2. INTRODUCTION AND BACKGROUND

CCPS's vision is for people and communities to thrive with the support of a rights-based, sustainable system of social care and support. As a membership organisation, we aim to work collectively to make sure not-for-profit social care providers have the right landscape to deliver the best possible support for people and communities. For more information, visit: [www.ccpscotland.org](http://www.ccpscotland.org).

### **Job purpose:**

Under the direction of the Head of Communications and Engagement, and informed by our strategic aims, you will drive engagement with politicians, their staff and other key political stakeholders to strengthen CCPS's reach and influence on behalf of our membership. You will help to position us with political stakeholders as a credible, solutions-focused strategic partner in the reform of social care, and support delivery of our wider influencing work as part of the Communications & Engagement team. Given the immense changes anticipated in the Scottish political landscape over the coming year, this new role is focused on establishing strong relationships and influence for CCPS through this time of change. The role will focus largely on the Scottish Parliament but may also engage in UK or local political spheres where appropriate to our strategic plan.

### 3. KEY RESPONSIBILITIES:

#### a) Delivering political engagement with purpose

- Contributing to the development of CCPS plans to increase our influence with political decision-makers, in line with our new strategic priorities (publication Spring2026)
- In line with agreed CCPS plans, influencing and engaging politicians, researchers, parliamentary staff and other key political decision-makers to strengthen relationships and grow CCPS's profile
- Working to establish, and then provide key secretariat functions to, an effective Cross-Party Group on Social Care and Support in the Scottish Parliament
- Developing and delivering briefings and other resources for politicians and their staff to ensure that CCPS's influencing work is effective
- Supporting delivery of events, exhibitions and in-person briefings on key policy issues with political stakeholders
- Ensuring that solutions, knowledge and evidence from CCPS's members are shared with, and promoted to, political stakeholders
- Collaborating with our Policy Team to ensure reports and research will have impact with key political decision-makers
- Advising the Head of Communications & Engagement and CEO on compliance, as a registered charity, in relation to our political engagement. Ensuring CCPS entries in the lobbying register are accurate and up to date.

#### b) Supporting CCPS to grow its political influence

- Monitoring parliamentary activities, policy / legislative developments and relevant political news to identify and respond to issues and opportunities, as agreed
- Briefing the CCPS Chief Executive, and other senior staff or members of the CCPS Board, on key developments and supporting their direct engagement with political stakeholders
- Sharing relevant parliamentary intelligence and updates with wider CCPS staff and members to support targeted impact of our wider work
- Monitoring and reporting on CCPS success against agreed engagement and impact metrics relevant to the role.

#### c) Supporting our communications for best impact

- Working with the wider Communications Team to support development of our digital and media strategy and planned assets to increase our influence with political stakeholders
- Contributing to reactive media activities by the wider Communications Team to secure best impact with political stakeholders
- Working with CCPS members to develop stories to support CCPS engagement with politicians and their teams
- Contributing copy to wider member communications to promote CCPS political engagements on behalf of members.

#### d) General

- Delivering in line with CCPS values in all you do
- Adhering to CCPS policies and procedures and, given the nature of this role, in particular maintaining CCPS' reputation and political neutrality as a registered charity
- Supporting implementation of CCPS's brand identity
- Any other duties as directed by the Head of Communications & Engagement or the CEO.

#### 4. PERSON SPECIFICATION:

##### What we're looking for

The successful candidate will be able to evidence their experience and skills and take a strongly values-led approach to parliamentary engagement. You should be happy working in a small team and deadline-driven environment.

##### Essential criteria

- Strong, demonstrable experience of working in the national political landscape in Scotland – either through working directly with political representatives / parties or engaging with them on behalf of an independent organisation
- A detailed understanding of the workings of the Scottish Parliament
- Experience of advising on development of effective political influencing strategies
- Evidence of delivering impactful influencing or campaigning work
- Experience of preparing briefings for political stakeholders and /or senior leaders
- Experience of evaluating political engagement
- Excellent organisational and planning skills, and attention to detail
- Excellent written and verbal communication skills
- Excellent IT skills, including across the key Microsoft platforms
- Ability to balance working as part of a team, working independently and taking direction
- A commitment to CCPS's aims and values, including an understanding of equity, diversity and inclusion.

##### Desirable criteria

- Experience of engaging with political stakeholders in Westminster and / or Scottish local government.
- Experience of working sensitively and ethically with people to share stories
- An understanding of legislation relating to charities undertaking political engagement
- Evidence of undertaking professional development relevant to the role
- Experience of using a CRM
- Experience, or working knowledge of, the social care and support or wider third sector.