



Livingston James



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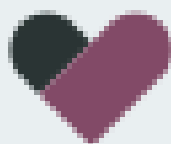
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POSITION PROFILE

Head of Policy and
Public Affairs



Welcome Note	3
The Organisation	4
The Opportunity	5
Preferred Candidate Profile	7
Remuneration & Recruitment Process	9





Dear Candidate,

We are delighted you are interested in the role of Head of Policy and Public Affairs with Cattanach. The wellbeing of future generations is at the heart of what we strive for, and we do so by supporting the youngest children from before they are born to about the time they start school.

We currently support a range of registered charities across Scotland with the goal of adding the greatest and most sustainable value possible to the lives and wellbeing of early years; but we know we need to both widen our work and do more through existing channels of support. This is why we have created the post of Head of Policy and Public Affairs. Fundamental change is needed, and we want to become better at supporting and driving systemic change at a policy level. We want to increase our impact by amplifying the needs and voices of early years children in Scotland, taking the UNCRC as our starting principles.

This is a big agenda and having committed to increasing Cattanach's policy and influencing work within Scotland and beyond, the postholder will lead the further development and delivery of this strategy, supporting myself and working closely with our small but highly motivated team.

Our new Head of Policy and Public Affairs will be a vital team member and part of our Senior Management Team, tasked with ensuring that early years children and their needs are at the heart of government policy and more prominently involved in (policy) developments that affect them. We are looking for someone who can combine a strong evidence and data-led approach with our values, as well as love, passion and respect for early years children and their families.

We need someone who will thrive on working in partnership with other individuals and organisations across the public, voluntary and private sectors to solve problems rather than inspect them – we want to help 'getting things done'. This is how we work within Cattanach and across our various relationships with grantees, partners, and friends. The early years landscape comes with many challenges and even more opportunities, and we look forward to being guided by your expertise. Your work will help us define and prioritise options as much as it will help us embed change in a sustainable way.

Much of our work is in its early stages, so this is a perfect opportunity for someone with an appetite for change, a taste for doing things differently, and the willingness to learn – from the sector, the team, and above all, children themselves. We have a clear mission and will be delighted to have your support on it.

If this sounds as exciting as it may be daunting, and if you share our ambition for all children across Scotland to grow up loved, safe and respected, we would love to hear from you.



Sophie Flemig, Chief Executive



There is strong evidence to show that supporting children during the first years of their lives has the greatest positive impact on their development - it can shape their future like no other time in their lives, creating resilience through formative relationships. This is why strong relationships with those in their closest circles - parents, grandparents, siblings and carers - matter. Enabling all children to build such relationships is our mission – and we want to achieve this with urgency.

We currently spend about £1 million per year across our work, which includes funding programmes as well as 'Funder Plus' work around learning and capacity building, and an emerging policy/influencing/convening function, which the role of Head of Policy and Public Affairs will shape.

You can find our current objectives [here](#), however, we are currently in the midst of a thorough strategy review, with the aim of making us a better funder and partner. In this, we are guided by our four core values that underpin all our activities:

INTEGRITY: We strive to be fair, ethical and accountable.

LOVE: We recognise the importance of nurturing relationships, with kindness and compassion at the heart of all our work.

CONSIDERATION: We are mindful of the challenges, hopes and aspirations of others.

HOPE: We are passionate about enabling change through our work with partners and the organisations we support.

We are a tight-knit team, uniting different backgrounds and skill sets through a shared passion for early years children.





Job Title:	Head of Policy and Public Affairs
Location:	Edinburgh*
Reports to:	Chief Executive

*Cattanach embraces hybrid working and whilst our offices are in Edinburgh, the successful candidate would not be required to be in the office on a full-time basis.

The role of Head of Policy and Public Affairs was created to ensure Cattanach plays a more direct and leading role in developing and shaping Government policy, using a strong evidence and data-led approach to ensure all children across Scotland receive the required support during their early years. The successful candidate will be an integral part of the Senior Leadership team, working closely with the Chief Executive, Head of Operations and wider team to ensure we achieve our ultimate goal – supporting children in their early years.

Acting as an ambassador for the organisation to effectively build and maintain Cattanach's awareness, reputation and influence across Scotland, we would anticipate **key priorities in the first 12 months** to include:

- The development and delivery of a policy and influencing strategy, working in collaboration with partners and Cattanach's Chief Executive and Board of Trustees, as appropriate
- Embedding a more proactive and strategic approach to horizon scanning across both the political and early years external environments. This will ensure Cattanach and/or key partners' views on key debates are heard and future grant programmes address both the current and future development needs of children in their early years
- Building and maintaining effective networks and relationships with a diverse range of external stakeholders including politicians, policymakers and the voluntary, public and private sectors to ultimately ensure that children, across Scotland, grow up in an atmosphere of happiness, love and understanding
- Promote the benefits of increased collaboration and seek opportunities for co-production activities involving both early years children and adults
- Helping shape and develop new grant programmes to address unmet development needs for children in their early years.
- Ensure Cattanach is *viewed as a positive disruptor* encouraging both innovation and relevant stakeholders to think differently in relation those approaches required to ensure children in Scotland grow up loved, safe and respected so that they can realise their full potential

Additional responsibilities include:

- Ensure influencing outputs are effective. As the organisational lead for influencing, you will be responsible for ensuring the quality and suitability of all outputs, seeking opportunities for improvement



- Undertake policy research and analysis, including preparation of written reports and submissions whilst also proactively responding to government policy consultations as appropriate
- Develop, and continually evaluate Cattanach's external communication strategy, ensuring a high quality and standard of communication that enhances the organisation's reputation and broadens awareness of its grant programs and priorities
- Advise the Chief Executive and Board Trustees, as appropriate, on high-level public affairs engagements, maximising opportunities to pursue influencing opportunities
- Undertake representative positions on key Scottish Government working groups, forums and other relevant bodies/groups on behalf of Cattanach
- Directly contribute, as a member of the senior management team, to the development of strategies and operational plans that ensure the achievement of Cattanach's strategic aims and objectives





With relevant experience of working in a policy, influencing or external engagement role, you will be able to demonstrate a proven track record in raising an organisation's public profile and evidence of building and maintaining relationships with a diverse range of external stakeholders, including policymakers.

The successful candidate will also be able to demonstrate their energy, drive and enthusiasm for the role and a commitment to Cattanach's mission and values.

We do not expect a strong candidate to meet every criteria so if you think you're right for the role please do apply.

Skills, Experience and Knowledge:

- Relevant experience working at a management or senior level within a campaigning, public affairs or policy environment
- Successful partnership working, specifically the ability to effectively build, develop and manage sustainable relationships with politicians and policymakers
- Experience of working with key stakeholders across the public, private and voluntary sectors, including Scottish Government, Local Authorities and Health Boards as appropriate
- Experience of managing and developing campaigns to build an organisation's reputation and communicate with key stakeholders
- The ability to influence a diverse range of stakeholders by utilising excellent oral and written communication, and negotiation skills
- Strong political acumen coupled with an awareness or ability to quickly understand the early years environment within which Cattanach operates
- Strong strategic policy and planning skills
- Effective ambassadorial and presentation skills with an ability to express views convincingly and coherently using a variety of media
- The ability to capture, evaluate and interpret data and communicate the impact of complex programmes of work
- The ability to work collaboratively coupled with a willingness to work with a diverse range of stakeholders in terms of co-production
- Strong project management skills including the ability to manage time efficiently in an environment of changing priorities, working to tight deadlines and balancing immediate (both proactive and reactive) activities and long-term strategic priorities
- The ability to work independently with minimal supervision
- Strong research and analytical skills



Personal Attributes

- Solutions-orientated, self-motivated and results-driven
- Thrives on innovative thinking and successfully achieving beneficial change
- A pragmatic problem solver with intellectual flexibility and agility to move easily between significant details and the bigger picture
- Demonstrable commitment to Cattanach's mission, values and strategic priorities



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Remuneration:

Salary:	£50,000-£60,000
Holidays:	28 days plus 9 statutory holidays (10 in 2023)
Pension:	Stakeholder Pension (8% Employer contribution)

The Recruitment Process:

The recruitment process is being handled by our retained advisors, Livingston James.

Douglas Adam at Livingston James will conduct the first stage interviews prior to discussing candidates with Cattanach at the shortlist meeting.

Interested candidates should provide a CV and covering letter, outlining their interest and suitability, to Douglas Adam at douglasadam@livingstonjames.com

