



Job Description and Person Specification

Job Title: Policy & Communications Officer

Salary: £30,000 - £34,000 (pro-rata) depending on experience

Reporting to: Marketing and Communications Manager

Hours of work: Part-time (17.5 - 21 hours per week)

Holidays: 37 days, including public holidays (pro-rata)

Contract: Fixed Term 6-month contract

Location: Hybrid or remote (with occasional travel to Edinburgh)

Benefits: Flexible working and TOIL Policy • Equipment provided for working from home (laptop, phone, etc.) Opportunities for continuous learning and development • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON

About Waverley Care

Waverley Care is Scotland's leading HIV and hepatitis C charity. Guided by the voices and experiences of the people we support, our work shapes vital services and influences national policy on sexual health and blood-borne viruses.

We are at a transformative point in our journey. As we aim to achieve zero new HIV transmission in Scotland by 2030, we are investing in digital transformation, communications, and policy. We're also significantly growing our fundraising efforts to enhance our prevention and support initiatives across Scotland.

About Fast-Track Cities Scotland

Fast-Track Cities Scotland, led by Waverley Care, brings together a national consortium of cities to share best practices, address barriers, and work collaboratively toward eliminating HIV transmission. Central to this effort is engaging people living with HIV to shape national priorities alongside key stakeholders from local governments, NHS boards, and third-sector organisations.

Head Office

Waverley Care, 113 Oxfords Road North, Edinburgh, EH14 1EB
0131 558 1425 | hello@waverleycare.org | waverleycare.org

Waverley Care is a Scottish Charity, SC036500. Registered address 113 Oxfords Road North, Edinburgh, EH14 1EB



About the role

As the Policy & Communications Officer, you'll lead impactful policy initiatives that align with Scottish Government commitments to reach zero new HIV transmission by 2030, ending HIV Stigma and empowering people living with HIV to live full and healthy lives.

You will be joining the organisation at a pivotal moment, with the real possibility of Scotland being one of the first countries in the world to achieve zero new HIV transmission, and Waverley Care will play an essential role in getting us there.

Responsibilities include:

- Build and maintain strong relationships with MSPs, civil servants, and key stakeholders to drive Scotland's progress toward eliminating Hepatitis C, achieving zero new HIV transmission by 2030 and ending HIV stigma.
- Produce high-quality internal and external briefings, consultation responses, press releases, media statements, social media posts and online content that align with Waverley Care's policy positions.
- Represent Waverley Care at events, meetings, and networks, actively advancing the organisation's policy objectives and supporting the Fast-Track Cities Scotland initiative.
- Plan and coordinate National Consortium meetings, including setting agendas, securing speakers, and managing minutes.
- Maintain and update databases of contacts and activities, ensuring accurate tracking and reporting of policy and public affairs work, including compliance with Scotland's Lobbying Register.
- Support and engage Waverley Care's Community Panel, ensuring communications are inclusive and reflective of lived experiences and elevate the voices of those affected by blood-borne viruses.
- Develop evidence-based policy positions and provide strategic advice to support Scottish Government targets.
- Stay informed and proactive in monitoring policy developments related to blood-borne viruses (BBVs) and key public health initiatives in Scotland.
- Produce high-quality, evidence-based research reports that support Waverley Care's policy objectives, influencing decision-makers and contributing to meaningful change.

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About you

You should have experience working with government and local authorities and a working knowledge of how policy is implemented and influences government. You'll be able to build and nurture relationships with ease.

You should be comfortable working with and communicating through all forms of media. We will look for evidence of your experience in both developing and implementing policy and public affairs strategies and delivery plans and policies and supporting the communications team.

Excellent written and verbal communication skills are key, as you will be expected to write responses to consultations, support Waverley Care's 'Get To Zero' campaign, support social media and press statements and produce research reports that support Waverley Care's policy objectives.

Person Specification

Skills and Experience	Essential	Desirable
Proven experience in campaigning and/or lobbying on health-related issues.	✓	
Exceptional written and verbal communication skills, including expertise in report writing, consultation responses, briefings, press comments, and public speaking.	✓	
Strong understanding of the structure and operations of the Scottish Parliament and Scottish Government.	✓	
Demonstrated ability to understand policy issues and monitor political and current events.	✓	
Experience in collaborative working, including partnership and network development, both internally and externally.	✓	
Strong interpersonal skills, with the ability to develop and manage complex stakeholder relationships with sensitivity, care, and respect	✓	
Strong presentation and networking skills	✓	
Experience in working in busy environments and managing a range of tasks	✓	
Excellent organisational and project management skills, with the ability to multitask, prioritise effectively, and meet deadlines.	✓	
Self-motivated and able to work independently while thriving in a collaborative team environment.	✓	
Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with social media platforms.	✓	
Minimum of two years' experience working in Policy or Public Affairs	✓	

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Knowledge and understanding of issues affecting people living with or at risk of blood-borne viruses.		✓
Experience in organising, hosting or facilitating events and meetings.		✓
Knowledge of media monitoring and analysis tools.		✓
Proficiency in using research and data collection tools such as SurveyMonkey and Microsoft Forms.		✓
Undergraduate degree or professional qualification in Policy, Public Affairs or Media Relations		✓

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