



Welcome

Thank you for your interest in working for Prosper. Being part of our staff team is an excellent way of playing a part in creating a prosperous Scotland. Our Policy Manager plays a key role in our highly regarded policy team to help deliver our policy and research work to influence Government policies to encourage sustainable economic prosperity.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief. We are particularly interested to hear from applicants with a disability, or from a black, asian or minority ethnic background.

We are committed to achieving high standards of quality in recruitment and to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

We look forward to receiving your application.

SARA THIAM
CHIEF EXECUTIVE OFFICER

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Prosper is the trading name of the Scottish Council for Development and Industry (SCDI).
Registered Office: Brunswick House, 51 Wilson Street Glasgow G1 1UZ 0141 243 2667 hello@prosper.scot
Registered in Scotland: 24724. Prosper is trademarked: UK00003884656, UK00003884741, UK00003884972.

SCDI Scottish Council
for Development
and Industry



About Prosper

Prosper is a unique membership organisation, with a proud history of bringing people together from government, business and civil society to effect change. Our purpose is to create a prosperous Scotland which benefits all its people and places.

With over 500 members from across Scottish society – businesses large and small, local authorities, colleges and universities and the social economy – our shared ambition is to support economic growth and prosperity for all of Scotland.

Our in-depth research has a direct influence on social, economic and environmental policy, and regular opportunities for shared experience, networking and learning across sectors offers a significant benefit to all of our members.

Prosper always aims to inspire innovative approaches to help make Scotland a country which is fit for the future. To do that we:

- showcase members' businesses and organisations
- learn from each other's experience and knowledge
- offer networking opportunities, peer-to-peer learning opportunities and promote connections across sectors
- provide a forum for discussion, learning and organisational development
- challenge conventional thinking and encourage action
- promote purposeful business
- inspire, instigate and influence change
- contribute to the country's policy agenda through robust research and evidence-gathering
- act as bridge between our members and government

Working for Us – Benefits

- Friendly, inclusive environment and with the flexibility of a hybrid model of working (mix of home and office)
- Generous holiday allowance of 36 days (plus 3 days for Festive closing)
- Cycle to work Scheme
- Defined contribution scheme provision – we contribute twice the employee contribution to a maximum of 10%.
- Life Cover x 4 salary

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The Role

This is a key role in this small team which leads our member policy work from key reports to consultation responses. Working directly with the Head of Policy you will drive Prosper's research and policy work, embedding its values and reinforcing its reputation for thought leadership. You will communicate effectively and strategically to members, stakeholders, politicians at a regional, Scottish, UK and global level Prosper's vital role in shaping a sustainable and prosperous Scotland.

You will also support the delivery of the policy and public affairs objectives of the team and contribute to the continuing success of Prosper. Our policy work focusses on understanding how complex future challenges and opportunities will impact on Scotland's future wellbeing and prosperity and articulating how governments, businesses, educators and the third sector and citizens might want to prepare or respond. Our recent work has spanned areas including business purpose, health at work, net zero/natural capital, data/digital, rural challenges, industrial strategy, innovation and exporting.

Main Duties

- Deliver Prosper's policy and research work to influence Government policies to encourage sustainable economic prosperity.
- Research, investigate and produce policy and issue papers for Government, members and other policy makers and undertake research on a wide range of economic and business subjects in which the Prosper has an economic and civic interest.
- Support the work of Prosper's policy and regional committees, taking on lead responsibility in the Policy Team for a share of them, including developing their work plans and agendas, preparation or papers and participation in meetings.
- Communicate effectively and strategically to members, stakeholders, politicians at regional, Scottish, UK and Global levels Prosper's policy positions to support the Prosper strategy.
- Identify opportunities and undertake research on a wide range of economic and business subjects in which Prosper has an economic and civic interest.
- Support the creation, promotion and delivery of Prosper's programme of policy conferences, events, workshops and membership activities to support Prosper's policy objectives and proactively contribute to revenues.
- Research and produce economic analysis for online and print media.
- Support the work of Prosper through researching, writing, contributing to, and/or delivering speeches at Prosper events and external policy events.

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Person specification

Knowledge & Skills

- A strategic thinker, who can drive change and steer policy work in new directions aligned with opportunities and member/Prosper priorities.
- Ability to work with and manage expectations across a diverse range of member views to produce agreed recommendations in an efficient timescale.
- Educated to degree level, with excellent policy, research and communication skills and a good understanding of the economic, civic and political landscape.
- Commercial outlook and willingness to engage proactively with members around policy work
- Excellent time management skills, ability to make decisions regarding priorities and work well under pressure.
- Maturity of judgement and the confidence to communicate clearly with internal and external audience.
- A self-motivated team player who understands who can take play their role in delivering Prosper's mission and values
- Creative and able to translate ideas into action

Essential

- A sound understanding and experience of policy formulation, and the capacity to develop Prosper's capabilities in both qualitative and quantitative research.
- Excellent stakeholder/relationship management skills
- Keen interest in contemporary Scotland including emerging themes e.g. innovation, wellbeing economy, purposeful business, climate emergency and sustainability
- A track record of producing clear, accurate and engaging written work.
- Strong presentational skills.

Desirable

- Data analysis skills would be an advantage
- Digital/online communications skills desirable
- Excellent planning, organisational and management skills.
- Ability to work under pressure and deliver quality outputs
- Ability to understand, navigate and provide sound advice on complex, and often rapidly changing, economic and political issues and situations.

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Contacts and Communications

Internal: Board, senior management, members and stakeholders

External: Established network of senior contacts in policy, political and media circles.

Originated by: Clare Reid

Approved by: SMT

Date: August 2024

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