

Communications and Policy Manager

Job advert

We are looking for an excellent communicator and highly organised professional who can research and communicate complex policies to join our team as Communications and Policy Manager on a fixed term basis until June 2027.

This is an important role supporting our organisation's work with members, stakeholders and policymakers, helping to ensure that our communications are clear, accurate, engaging and influential.

The successful candidate will be a confident writer with strong attention to detail, excellent IT skills and a genuine interest in education policy and practice. They will be able to turn complex information into clear, accessible content for a range of audiences, including members, government, partners and the wider public.

About the role

As Communications and Policy Manager, you will play a key role in developing high-quality written content and supporting our work with policy officials in Government and Education bodies. You will help maintain and update website content, draft responses to government consultations, research sector trends, prepare member newsletters and contribute to wider communications activity across the organisation.

You will work closely with colleagues to identify key policy issues of interest to our sector, help formulate sector responses and communicate important developments to members.

Key responsibilities

- Write, edit and publish clear, engaging and accurate content for the organisation's website.
- Draft high-quality responses to government consultations and policy papers, drawing on evidence, member insight and organisational priorities.
- Prepare regular newsletters and updates for members, ensuring content is timely, relevant and accessible.
- Monitor developments in education policy and practice, identifying issues of relevance to the organisation and its members.
- Support the preparation of briefings, reports, statements and other communications materials.
- Maintain strong systems for managing information, contacts, mailing lists and digital communications activity.

- Work collaboratively with colleagues and external stakeholders to gather information, shape messages and ensure consistency of tone and style.
- Contribute to the continuous improvement of communications processes, digital content and member engagement.

About you

We are looking for someone with excellent written communication skills, sound judgement, curiosity and a methodical approach.

You will be comfortable working with detail, managing competing priorities and producing well-written material to deadline.

You will be a self-starter who can work flexibly, identify strong ideas and contribute confidently across the organisation and with members.

The role will involve attendance at in-person events across the country, as well as team meetings and strategy days.

The role will be considered on a part-time basis.

Essential skills and experience

- Excellent written communication skills, with the ability to write clearly, accurately and persuasively for different audiences.
- Strong attention to detail and a commitment to high standards of accuracy, presentation and professionalism.
- High-level IT skills, including confidence using Microsoft 365, digital publishing tools, databases or CRM systems, and email marketing or newsletter platforms.
- Experience of drafting, editing or coordinating content for websites, newsletters, briefings or reports.
- An interest in education policy and practice, and a willingness to build knowledge of the wider policy environment.
- Ability to understand complex information and present it in a clear and accessible way.
- Good organisational skills, with the ability to manage deadlines and work across several tasks at once.
- A collaborative approach and the confidence to work with colleagues, members and external stakeholders.
- Understand the need to maintain confidentiality when dealing with members.

Desirable experience

- Experience working in education, membership, policy, charity, public affairs or communications.
- Familiarity with Scottish education policy, government consultations or stakeholder engagement.
- Experience using website content management systems and email marketing platforms.

How to apply

To apply, please send your CV and a covering letter outlining your suitability for the role to Lorraine Davidson, CEO of the Scottish Council of Independent Schools lorraine.davidson@scis.org.uk by Friday October 31. The role attracts a salary of £30,000 per annum.

Interviews are expected to take place during October 31 – Nov 7. If you would like an informal conversation about the role, please contact Lorraine by email.