The Robertson Trust

JOB SPECIFICATION

JOB TITLE:	Influencing Officer (fixed term for one year)
FUNCTIONAL AREA:	Programmes and Practice
LOCATION:	Hybrid: primary location: Robertson House, Glasgow
REPORTING TO:	Programmes Manager (Social Change Movements)
SALARY BAND:	Grade 3

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

To support the Programmes Manager (Social Change Movements) to deliver the Trust's direct influencing plans, as a key part of developing an Influencing Plan during the second half of 2026. This contributes to our cross-cutting Influencing objective. The Trust sees 'direct influencing' as the work done under our direct management to influence those with decision-making power to deliver change on preventing and reducing poverty and trauma in Scotland. This is strongly related to our 'indirect influencing' work undertaken through the projects and organisations we fund and support.

Direct influencing sits on a spectrum of activity – including communications, convening, platforming, and indirect influencing – that is undertaken by multiple teams across the Trust. The Influencing Plan will span the full spectrum of activity. It will express the Trust's stance as independent and non-partisan but not neutral about the forces causing poverty and trauma or the scale of actions required to shift them.

Key responsibilities set out below are:

- Direct influencing work –develop and test effective direct influencing activity as part of the Trust's Influencing objective (one of three).
- Future planning - work with the Trust's staff, Trustees, grantholders, stakeholders and peers to understand potential opportunities for where the Trust can be most impactful in delivering our direct influencing activity.
- Strategic stakeholder engagement - build the Trust's active relationships with those with the power to deliver on preventing poverty and trauma in Scotland, and those with influence over them.

Key responsibilities

Direct influencing work - deliver effective direct influencing activity as part of our wider plans for the Trust's cross-cutting influencing objective.

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- Support the Programmes Manager (Social Change Movements) in developing direct influencing plans inputting into the Trust's wider influencing plan. Direct influencing plans are agreed with the Head of Programmes and Practice, in line with the Trust's broader influencing priorities.
- Work closely and collaboratively with other colleagues to ensure direct influencing is integrated across the Trust's work, and across the rest of our Influencing objective activity – (the rest of our influencing activity includes communications, convening, creating platforms with our grantholders/partners and indirect influencing (mobilising around Pillar 4 of our Plan, *Change Takes Trust)).*
- Work with the Programmes Manager (Social Change Movements) and other colleagues to understand the impact of our early direct influencing work and to learn from more and less successful approaches (ours and that of peers).
- Work closely and collaboratively with colleagues to ensure our direct influencing work is evidence-based including contributing to and drawing on the Trust's Impact and Insights Framework.

Future planning - work with the Trust's staff, Trustees, grantholders, stakeholders and peers to understand potential opportunities for where the Trust can be most impactful in delivering our direct influencing activity.

- Develop and strengthen networks of grantholders undertaking influencing work to help to identify and understand potential influencing opportunities and challenges.
- Develop and strengthen active networks with peer and stakeholder organisations undertaking influencing work to identify and understand potential influencing opportunities and challenges.
- Monitor and understand relevant opportunities/challenges spanning policy, political decision-making and practice, scanning ahead for key upcoming influencing points.

Strategic stakeholder engagement - build the Trust's active relationships with those with the power to deliver on preventing poverty and trauma in Scotland, and those with influence over them.

- Support the Programmes Manager (Social Change Movements) to undertake regular stakeholder, power and influencing mapping to understand where and when direct influencing can be most effective, as part of collaborative work across the Trust's influencing objective.
- Work to build and strengthen the Trust's connections and relationships into policy, politics and emerging practice (across private, public and third sectors where relevant) at the national and local level. The Trust is independent and non-partisan but that does not mean we are neutral in our world view. This role will support the Programmes Manager (Social Change Movements) in engagement with high-level stakeholders and will undertake broader engagement with stakeholders directly, in line with plans agreed with the Head of Programmes and Practice.

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- Build contacts and strengthen the Trust's understanding of the policy, political and practice context and utilise this to strengthen our work to fund, support and influencing to prevent and reduce poverty and trauma in Scotland.

Other responsibilities

- Adopt and encourage a collaborative mindset and ways of working contributing to the Trust's delivery as a whole.
- Contribute to work supporting cross-cutting themes for the Trust.
- Adopt and demonstrate the Trust's values.
- Any other reasonable duties as required.

Signed by:		**Date**	

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PERSON SPECIFICATION FORM

FUNCTIONAL AREA: Programmes and Practice	**Status: Full time, fixed term (fixed term for 1 year)**
JOB TITLE: Influencing Officer	**LOCATION:** Robertson House, Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
Qualifications/Experience What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?	• An HNC/D, equivalent relevant experience. • Relevant experience of working in a field related to poverty and/or trauma. • An in-depth understanding of the policy and practice environment in Scotland in relation to poverty and trauma. • An in-depth understanding of the political, policy and practice systems in Scotland, the UK and at local level (as they relate to Scotland). • Experience of working collaboratively in teams to achieve demonstratable influencing policy or other strategic decision-making outcomes. • Experience of supporting the development of influencing plans in relation to individual projects, campaigns or whole organisations with the aim of influencing strategic decision making. • Experience of building and strengthening networks and relationships with key influencing stakeholders. • Strong understanding of the voluntary sector in Scotland • Experience of project planning, organisation and delivery.	• Relevant subject knowledge and experience of one or more of the Trust's thematic priorities (Education Pathways, Financial Security, Nurturing Relationships and Work Pathways) • Experience of undertaking influencing work in an area relevant to poverty and trauma in Scotland. • Basic project co-ordination skills • Ability to facilitate small group sessions, workshops or engagement activities. • Experience of inputting into assessments of reputational and strategic risks in influencing work.

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	• Ability to work confidently using own initiative and prioritise conflicting priorities. • Ability to use digital tools to support stakeholder engagement and influence tracking. • Experience of utilising monitoring and evaluation frameworks to assess impact of influencing work. • Ability to input into assessments of reputational and strategic risks in influencing work. • Understanding of how power and inequality intersect in influencing work. • Insight into/experience of inequality, social injustice, poverty or trauma through life, paid or unpaid work experience.	
Special Aptitudes Are there any particular skills required for the job e.g. numerical, language, verbal reasoning?	• Proven ability to think creatively and imaginatively combined with a strong attention to detail (including strengths in time, workload and project management) • Proven ability to think and act strategically implementing long-term plans focused on clear outcomes. • Excellent written and verbal communication skills, with the ability to explain complex issues clearly to diverse audiences. • High emotional intelligence with ability to relate to a range of people from different backgrounds and roles. • Commitment to co-production and placing experts by experience of	

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	poverty and trauma at the centre of work. • A keen interest in policy, politics and practice in Scotland and the potential to develop a strong judgement to support influencing work. • A strong interest in how social change is helped and hindered, and how it can be achieved to prevent and reduce poverty and trauma in Scotland.	
Circumstances In terms of personal circumstances, what will the job demand/provide?	• There will be travel within Scotland required to, for example, meet with grantholders, decision-makers and influential stakeholders. This is currently not on a regular basis. • The Trust is committed to hybrid and other forms of flexible working. • The Trust is open to reasonable adaptations to overcome barriers.	