

POLICY AND PUBLIC AFFAIRS MANAGER

SCOTLAND

Contract: permanent

Hours: part-time (2 days, ideally Mondays and Thursdays / 14 hrs)

Salary: £36,000 FTE (£14,400 pro rata)

Location: Home-working, Scotland-based

Team: [Policy and Public Affairs](#)

Reports to: Heads of Policy and Public Affairs



A unique opportunity to play an instrumental role influencing the development of Scottish Government policy and creative industry practice for the benefit of authors in Scotland.

About the Society of Authors

We're the UK's largest trade union for all types of writers, illustrators, scriptwriters and literary translators. We've been advising authors and speaking out for the profession since 1884.

With over 12,500 members, the Society of Authors (SoA) provides unlimited, confidential advice on all aspects of authorship, including the clause-by-clause vetting of publishing and other contracts. We campaign on issues ranging from artificial intelligence and author incomes, through to copyright and contract law. We run and support hundreds of events each year, including professional training and industry discussions, and member-led community events online and around the UK. We manage 14 charities which award grants and prizes distributing circa £600,000 per annum, and we manage over 50 literary estates.

About the Society of Authors in Scotland

The Society of Authors in Scotland (SoAiS) is the SoA's national group for writers, illustrators, scriptwriters and literary translators in Scotland. With over 1,000 members, the group is led by the [SoAiS Member Committee](#) which works to protect the rights and further the interests of authors in Scotland – maintaining and raising the status of Scottish authors, and lobbying for improved terms, conditions and pay.

Together with the Policy and Public Affairs Manager, they develop and maintain good relations with industry organisations and counterparts. The group holds meetings and other events to discuss matters of interest to members and to give members an opportunity to network. Via the SoA central team, the SoA provides information to members and acts as a hub to connect and collaborate with members in Scotland.

The SoAiS Committee represents the interests of members based in Scotland at bi-monthly meetings of the the Management Committee, which is responsible for the direction of the SoA and they make all major policy and strategy decisions.

About the role

The Policy and Public Affairs Manager for Scotland is a member of the Policy and Public Affairs team. Working on behalf of members in Scotland, you will represent members' (and authors') interests throughout Scotland.

As a personable and skilled communicator, you will work remotely in this stand-alone role, but you will be supported centrally as part of our Policy and Public Affairs team. You will lobby Ministers and Members of the Scottish Parliament, alongside colleagues in Scotland's other creative unions at the Scottish TUC.

You will collaborate with our Scottish Committee, the Society of Authors in Scotland, (SoAiS) and, more widely, with the professional networks of interested organisations and individuals to consult on and develop policy for Scotland. This work will form the basis of activities and will feed into the work of the wider UK Policy team.

You will meet fortnightly with our partner unions within the Scottish TUC (Creative Unions group) collaborating on issues across art forms, workshopping lobbying ideas and directly influencing policymaking in Scotland. You will lobby industry for change and work to increase the SoA's impact through strategic alliances with key partners, including meeting with individual members, publishers and book fairs.

Ideally, you will have an interest in issues that affect all authors, such as changes to copyright legislation, contract terms, funding and payments.

As well working on Scottish projects, you will have the opportunity to work on UK-wide projects and with our member networks as a core member of our Policy and Public Affairs team.

Although based in Scotland, this role sits within the UK-wide Policy and Public Affairs team of the Society of Authors. The team has overarching strategy for the UK and the team meets regularly to discuss strategic priorities and workplans. As a team, you report into the senior leadership team and to the board of directors.

Key duties

As the front line representative for our members in Scotland, you will collaborate closely with the SoAiS Committee, reporting into the Policy and Public Affairs team, to:

- Coordinate and represent the SoA membership in Scotland in relation to policy development.
- Attend SoAiS Committee meetings to brief and report back on policy and strategy development.
- Collaborate with the SoAiS Committee on current issues and campaigns.
- Provide strategic advocacy to ensure transparent terms and fair opportunities are offered to writers, illustrators, translators and scriptwriters.
- Work with creative unions (STUC) and partners to influence Scottish government policy, industry practice and the environment in which authors work in a way that enables the personalised development of sustainable careers and uplifts the landscape of the arts in Scotland.
- In partnership with staff and the SoAiS Committee, create and agree practical strategies to support authors at all career stages and from a diverse range of backgrounds, ensuring that they have access to specialist knowledge and support to help shape their careers and earnings.
- Recommend and implement tactics for the SoAiS to undertake, within resource constraints, for effective engagement and outreach – such as speaking to creative writing students, attending festivals and giving advice to authors at all stages of their careers.
- Monitor the political environment and feedback timely intelligence to all relevant stakeholders.
- Draft responses to consultations and other legislative developments in Scotland.
- Create high-quality, engaging briefings, and other written materials as required.
- Liaise with the wider Policy and Public Affairs team to signpost individual members to help.
- Write regular activity reports and briefings (as appropriate) for the SoAiS; the SoA's board of

directors (the Management Committee); and any other reports, as required.

- Attend weekly Policy & Public Affairs team meetings (on Mondays) to report on activity in Scotland.
- Develop existing collaborations with partners such as Scottish Book Trust and Literature Alliance Scotland, as well as developing news collaborations with organisations that are relevant to our members.

The previous post-holder was also the coordinator of our member-led Sustainability Network. Whilst this is not an essential component of the role, this would be an option to discuss at interview.

Skills and competencies

- Demonstrable experience of policy, campaigning and organising in the creative or other industries.
- Exceptional project and time management skills.
- An effective and practical understanding of the issues that affect authors and freelance creators.
- Comfortable working independently and remotely.

Person specification

- A personable and skilled communicator, both orally and in written communication.
- The ability to distil complex information into straightforward language.
- Analytical and critical thinking skills.
- Collaborative and flexible approach.
- Experienced at managing and prioritising own workload.
- Ability to collaborate well with remote teams.

Equity, Diversity and Inclusion

Equity, diversity, and inclusion are at the core of our values - we endeavour to tackle structural discrimination and prejudice wherever we see it. Part of this commitment means we are looking to increase the diversity in our organisation at all levels. We strongly encourage applications from a broad range of social, cultural, educational and underrepresented backgrounds.

What we offer

As a progressive and ethical not-for-profit organisation, we offer a range of benefits to support your physical, mental and financial wellbeing. We're a [London Living Wage](#) employer and [Disability Confident - Committed](#). Benefits include:

- Competitive salary
- Cycle-to-work scheme
- Death-in-service benefit
- Employee assistance programme
- Flexible, hybrid working practices
- Family-friendly, disability-confident inclusive culture
- Generous annual leave, including all bank holidays
- Salary exchange pension scheme
- Interest-free annual travel card loan
- Office closure over Christmas*
- Private healthcare

**The SoA gifts one additional day of leave over the Christmas break. The remainder is to be taken from employees' leave allowance if they choose not to work over the Christmas break.*

For this remote role, we will provide a laptop and other equipment, but you will be responsible for maintaining an appropriate working environment with a robust internet connection. Expenses will be covered for induction and other training time provided at the London office.

As an employer, we nurture a working environment in which staff can grow and develop. We recognise the value of flexibility in the way we work, with a positive culture of hybrid working practices. We welcome any questions and conversations at interview stage about how flexible working could work for you.

Inclusion, diversity and representation are at the core of our values, and we work to tackle structural discrimination and prejudice wherever we see it. Part of this commitment means that we are looking to increase diversity in our organisation at all levels. We strongly encourage applications from a broad range of social, cultural, educational and underrepresented backgrounds.

Apply

To apply, please send your CV and a cover letter (in one document) demonstrating how your skills and experience meet our requirements (max. 4 x A4 pages) to recruitment@societyofauthors.org.

If any part of this application process is not accessible to you, please [let us know](#).

Closing date for applications: Monday 4 May 2026

Interviews will be conducted online in May with a view to the successful candidate starting as soon as possible after that.

Financial Assistance

[The Book Trade Charity](#) offers financial help to applicants (particularly those under the age of 30) looking for jobs in the book trade, including help with interview costs, affordable housing and accommodation. [Find out more](#)

Privacy Policy

By sending your CV in response to this advert, you are giving us consent to contact you to discuss your application as per our Privacy Policy. We endeavour to respond to all applications but if you do not hear from us within seven working days, please assume your application has been unsuccessful and your records will be deleted from our system. Read our [Privacy Policy](#).