



## Policy Officer

### Job Description

**Job Title:** Policy Officer

**Hours and work pattern:** Full time, 35 hours per week

**Location:** Working from home (for the foreseeable future, following government guidelines on social distancing) with potential for future working from Head Office base in Glasgow.

**Reports to:** Head of Research, Policy & Participation

**Salary:** £26,692 to £28,124

**Holiday entitlement:** 28 days per annum plus 9 public holidays. After 5 complete years' service annual leave increases to 31 days per annum.

### About Includem

**Our mission:** To provide the support young people need to make positive changes in their lives, and inspire a more hopeful future for young people, their families and communities.

**Our vision:** A world where every young person is respected, valued, and has the opportunity to actively participate in all aspects of life and society.

We work closely with children, young people, and their families, who are facing difficult challenges in their lives. Our trust-based, inclusive model of support is centred on the needs of each young person. We help young people make positive life choices and empower them to transform their lives; creating better outcomes for young people and their communities.

We know that every young person has endless potential. With the right support, we can help them recognise this too.

We currently provide services in Glasgow, West Dunbartonshire, Stirling, Fife, Dundee and Aberdeen and other areas of Scotland on a spot purchase basis.

At includem we value and celebrate people's diversity and believe this strengthens our team. As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are seeking an individual who is committed to promoting children's rights, hearing the voices of those we support and ensuring that they can influence the decisions and structures that affect them.

## **Purpose of Role**

We are looking to hire a dedicated Policy Officer to join our team. You will have responsibility for supporting the development and delivery of Includem's policy, participation and influencing work. You will work on a variety of tasks supporting our policy and participation agenda, write and disseminate material for a variety of audiences using a range of mediums and help to coordinate stakeholder engagement.

To succeed as a Policy Officer, you should be able to think creatively, and have excellent communication, interpersonal and digital skills. You will be reporting directly to the Head of Research, Policy & Participation but supporting the work of the Development Team, which includes business development, fundraising, communications and marketing, and research.

## **Main Duties and Responsibilities**

- Support the Head of Research, Policy & Participation in delivering the organisation's policy and participation strategy.
- Monitor and report on Scottish Government, Scottish Parliament, local government, third sector and other key stakeholders for policy and legislative developments affecting Includem and its beneficiaries.
- Identify opportunities for Includem to respond, comment, provide evidence or influence legislation and policy at a national and local level.
- Contribute to the writing of government and parliamentary consultations and inquiries.
- Support the participation of the children, young people, families and Includem staff, ensuring their voice and experience is gathered as evidence, contributing to the development of Includem's body of policy and research.
- Support the design and delivery of materials and engagement opportunities to gather views and experiences of the young people and families we support.
- Work closely and build relationships with staff across the organisation to gather evidence and identify possible areas for investigation, development and research.

- Identify opportunities for and support the delivery of stakeholder engagement events.
- Identify and attend relevant policy forums, conferences, events and meetings.
- Build a network of relationships with key stakeholders in the sector.
- Prepare briefings, presentations, supporting documents for includem staff in advance of meetings/workshops/conferences etc
- Work closely with Communications and Marketing Manager and Communications Officer to ensure includem's policy work is promoted to a range of audiences via press, website and social media.
- Support the wider Development Team as needed, for example in the writing of bids, tenders, and funding applications.

### Additional Information

- You will be required to work occasional evenings and weekends, as agreed with your line manager.
- The role will be primarily home-based for the foreseeable future but, as social distancing restrictions ease, you may be required to travel throughout Scotland.
- Having a clean driving license and access to a car is desirable but not essential.
- Successful candidates will be subject to Disclosure Scotland checks.
- We are actively seeking to bring more diversity of perspectives and experience and especially welcome applications from people from Black, Asian and Minority Ethnic communities who are currently underrepresented in our organisation.

## Person Specification and Requirements

Knowledge and experience	
Essential	Desirable
Experience of supporting organisational policy and influencing work in a similar role for minimum of 2 years.	Experience of supporting a range of stakeholders in participatory activity to inform policy development
Experience of writing for different audiences e.g. government consultations, parliamentary committees, internal briefings, comment pieces for website etc.	Understanding of the current policy and social issues relating to: the social care sector; children and young people; youth justice; poverty; the charity sector.
Good working knowledge of Scottish Government and Scottish Parliament processes and how to influence policy and legislation.	
Skills	
Essential	Desirable
Excellent communication skills, ability to maintain professional relationships, even under pressure.	
Excellent attention to detail and high standards of accuracy.	
Ability to analyse, interpret and distil complex information for a range of audiences.	
Confidence and initiative to build relationships with key stakeholders including Includem staff across the organisation.	
Creative with the ability to bring your own ideas to the team, inputting to team plans and policy activities.	
A team player who is ready to support the Development Team and the wider organisation when required.	
Ability to work to tight deadlines, knowing how to prioritise and manage your own workload.	
Proficient in Microsoft Office programmes.	Experience of using social media and digital channels to engage audiences.

Essential Qualifications	Desirable Qualifications
Educated to degree level or equivalent in a relevant discipline OR at least 3 years experience working in a policy role.	