

Overall job purpose:

To manage the delivery of the policy function ensuring the organisation has the tools to influence public policy debate to achieve its strategic aims of progressing refugee rights in Scotland and the UK. To manage high-level advocacy with decision makers to secure change.

Key responsibilities:

Policy Development & Public Affairs

- Keep abreast of International, UK and Scottish Asylum and Integration legislation and policy
- Contribute to the development and delivery of a plan to achieve the organisation's vision *for a fair, anti-racist and effective UK asylum and protection system and ambitious, equitable and consistent integration policy in Scotland*
- Develop and propose policy asks to achieve positive change
- Establish and maintain relations with relevant politicians in Scotland and UK to advocate, influence and achieve our policy priorities
- Establish and maintain network of policy and public affairs counterparts in range of partner agencies
- Lead and support the drafting of clear and impactful documents – including research reports, debate briefings, consultation responses and guidance
- Work internally and externally to gather knowledge and evidence
- Contribute to public campaigns and the use of media to advocate and influence
- Support the engagement of lived experience refugee advocacy groups to inform policy priorities and support groups with direct engagement with relevant decision-makers;
- Ensure regulatory compliance: lobbying register, charity campaigning and electoral law
- Represent the organisation in the media, where agreed;

Reporting

- Provide reports for funders, senior managers and the board
- Contribute to the development of effective systems to capture data and evidence from across the organisation;
- Contribute to the development of funding, working with the Funding Development Team and other managers.

Management & Supervision

- Manage and support policy staff to achieve their objectives
- Manage, motivate and provide support to direct reports and volunteers, including monthly 1-2-1 meetings, annual appraisals and training and development
- Undertake task management for junior team members, including resource planning and overseeing their contributions
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.

Other Duties

- Monitor expenditure against approved budgets
- To demonstrate commitment to the principles of equality, diversity and human rights in employment and ensure that such principles are consistently met.

- Participate in and contribute to organisation/team meetings as required
- Undertake any other appropriate duties as required

About you:

We want Scotland to be a place for refugees to thrive and contribute to their communities. You are passionate about making this happen through supporting Scottish Refugee Council to get its message to politicians and decision-makers. A high standard of written communication is critical in this role and you will have a proven ability to translate complex material into compelling narratives and clear asks for positive change drawing on evidence from our direct work with refugees and the organisations that support them in Scotland.

You have strong influencing and relationship management skills and experience of how change happens through political institutions, political processes and government in Scotland and the UK.

About us:

Scottish Refugee Council is an independent charity dedicated to supporting people in need of refugee protection. Our vision is for a Scotland where people are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Find out more about our vision and aims: [Vision and values - Scottish Refugee Council](#)

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree level or equivalent 	<ul style="list-style-type: none"> • Qualification in social policy / human rights
Job Experience and skills	<ul style="list-style-type: none"> • Experience with political institutions and familiarity with political processes • Strong relationship management with politicians, civil servants, stakeholders • Strong influencing skills & campaign management experience • Demonstrative knowledge of social issues relating to refugees and asylum seekers • Ability to research complex issues and produce readable reports • Experience of staff management including supervision, appraisal and performance management 	<ul style="list-style-type: none"> • Exposure to policy development and advocacy in the voluntary sector • Experience and understanding of UK & Scotland's Asylum Policy • Portfolio of policy work including published material
Personal Qualities	<ul style="list-style-type: none"> • Excellent negotiation, interpersonal and communication skills including diplomacy • Confident and determined with the ability to work on own initiative and as part of team • Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload • Ability to work flexibly and out with normal office hours when required • Complete discretion and an understanding of the need for confidentiality • A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities • Empathy with refugees and the issues they face 	<ul style="list-style-type: none"> • Awareness of cultural differences