

Job Description and Person Specification – Policy Officer



Job Title: Policy Officer **Grade:** G4
Reports To: Policy & Public Affairs Specialist

Overall Job Purpose

To contribute to Scottish Refugee Council's work to advocate for the rights and implementation of rights of refugees and people seeking asylum by leading on specific advocacy priorities and by responding appropriately to legislative, policy and practice changes affecting refugees, people seeking asylum and other displaced groups in Scotland.

Key responsibilities

- To lead on specific advocacy priorities using appropriate proactive influencing channels and tools to achieve positive change;
- To keep abreast of international, UK and Scottish legislation and policy related to these priorities;
- To research, from internal and external sources, necessary data as needed to support advocacy activities including conducting primary research;
- To write effective briefings and reports to inform and influence target audiences;
- To respond to parliamentary bills and inquiries; and consultations (Scottish Government, Home Office and other public bodies) as appropriate;
- To represent Scottish Refugee Council externally in relevant fora with policy-makers;
- To represent Scottish Refugee Council externally in relevant fora with partner agencies
- To collaborate with colleagues supporting lived experience refugee advocacy groups to inform policy priorities and support these groups direct engagement with relevant policy makers;
- To support senior staff and other colleagues with influencing activities;
- To support the Communications Team with press enquiries as necessary and representing the organisation in the media where appropriate;
- To manage volunteers, external researchers and contractors;

Other Duties

- To participate with other staff in all aspects of the development of the work of the organisation.
- To provide reports, as required;
- To participate in and contribute to organisational / team meetings as required;
- To provide training and induction for other members of staff, as required;
- To undertake any other duties relevant to the post and the demands of the organisation.

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Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> Degree level in public policy, law or human rights or equivalent professional experience 	<ul style="list-style-type: none"> Postgraduate qualification in public policy, law or human rights
Job Experience and skills	<ul style="list-style-type: none"> Fluency in English (both verbal and written) Knowledge of social issues relating to refugees and asylum seekers Knowledge and understanding of Scottish & UK political systems At least two years' experience of policy development outside of academic institutions Ability to produce high quality written work for different audiences; to commission, edit and write papers and of correspondence Excellent interpersonal skills: an able communicator with the confidence to interact with civil servants, stakeholders and community groups Ability to produce high quality written work; to commission, edit and write papers and a wide range of correspondence Excellent project management skills Ability to network with staff and external partners at all levels. Ability to represent Scottish Refugee Council in external forums 	<ul style="list-style-type: none"> Exposure to policy development and advocacy in the voluntary sector Knowledge of international and domestic asylum and refugee policy Experience of campaign development and liaison with the media Portfolio of policy work including published material Experience of funding development
Personal Qualities	<ul style="list-style-type: none"> Empathy with refugees and the work of Scottish Refugee Council Strong work ethic; a self-starter with high energy levels, ability to use own initiative, prioritise, make decisions and implement them, 	Awareness of cultural differences

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	<p>and function effectively under pressure and to deadlines</p> <ul style="list-style-type: none">• Ability to build and maintain collaborative and respectful relationships across the organisation• Ability to respond positively to feedback and to modify performance if required• Ability to work flexible hours as required, to travel, and to spend occasional nights away from home• Sound understanding of equal opportunities	
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