

Overall job purpose:

To manage the delivery of the policy function and drive the organisation's policy development, influencing, campaign and advocacy activities. This post will play a key role in ensuring that SRC delivers strong research, policy and public affairs work ensuring the organisation achieves its strategic aims of progressing refugee rights in Scotland and the UK, working collaboratively across the organisation to provide expert policy and public affairs leadership that supports, elevates, and integrates the work of all teams.

Key responsibilities:**Management**

- Manage, motivate, train and develop policy staff and volunteers to ensure they have the information and skills to deliver quality work.
- Provide guidance, support and performance management to policy staff and volunteers through regular contact, personal availability, team meetings, regular supervision and annual appraisal
- To ensure good team cohesion and collaboration with other teams across Directorates to deliver Scottish Refugee Council's goals.
- Ensure policy and public affairs outputs meet high standards of quality, accuracy, and accessibility, aligning with best practices and professional standards (that humanises refugee experiences and promotes inclusion).
- Ensure health and safety and promote well-being within the team in line with Scottish Refugee Council's policy and procedures.

Policy Development

- Keep abreast of International, UK and Scottish Asylum and Integration legislation and policy
- Manage the delivery of a policy and public affairs 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
- Lead the development of policy proposals aimed at driving meaningful change, including identifying and articulating key policy asks, working internally and externally to gather knowledge and evidence
- Lead and support the drafting of clear and impactful documents – including research reports, debate briefings, consultation responses and guidance
- Work with colleagues in the Media and Communications team to ensure that we maximise opportunities for the charity to promote activities and initiatives and contribute to key national and local debates
- 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

Public Affairs and Influencing

- Develop and maintain key external relationships across the asylum and refugee sector as well as the wider third and civil society sector
- Develop relationships with politicians and officials at Holyrood and Westminster to ensure broader awareness, understanding and support for the work of the Scottish Refugee Council
- Ensure that the charity responds to relevant consultations and provides internal and external briefings on key issues relating to our work
- Coordinate the charity's engagement with political parties and at high profile events

Reporting

- Manage and oversee the delivery of specific policy and public affairs projects and campaigns, ensuring they meet objectives, timelines, and budgets.
- Collaborate with Data and Impact teams to design and implement appropriate monitoring and evaluation systems to collect relevant data.
- Track and analyse the reach, engagement, and impact of policy and public affairs activity using Analytics and performance metrics.
- Use data-driven insights to evaluate the effectiveness of strategies and adapt approaches as needed for greater impact.
- Work with internal teams to produce clear, evidence-based reports for funders and stakeholders, demonstrating outcomes and impact
- Prepare and present reports and strategic insights to the Senior Leadership Team

Other Duties and Responsibilities

- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.
- Support the implementation of Scottish Refugee Council's Refugee Involvement Policy across the organisation to ensure refugee participation and involvement at all levels.
- Develop skills and undertake responsibilities which fulfil the purpose of the role and support the success of the organisation.
- Ensure work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures.
- Undertake any other appropriate duties as required

Person Specification

Quality	Essential	Desirable
Education and Training	Degree level or equivalent	Qualification in social policy / human rights
Job Experience and skills	- Significant experience in the policy and public affairs environment and ability to demonstrate success in the field. - Excellent, effective and influential oral communications skills, including the ability to communicate, in person, with a wide variety of people, the media and a range of organisations and public bodies - Significant and effective written communication skills to influence and promote policy messages in briefings, reports, blogs, articles and consultation documents - Experience with political institutions and familiarity with political processes in Scotland and UK - Strong relationship management with politicians, civil servants, stakeholders - Strong, strategic influencing and negotiation skills in order to advocate for SRC policy positions - Ability to analyse complex and varied written material e.g. research reports, statistics, legislation and develop briefings which are accessible and easy to understand - Demonstrative knowledge of social issues relating to refugees and asylum seekers - Experience of staff management including supervision, appraisal and performance management	- Experience and understanding of UK & Scotland's Asylum Policy - Portfolio of policy work including published material

Job Description - Policy & Public Affairs Manager



Personal Qualities	• 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	• Awareness of cultural differences
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