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**Job Description**

**Job Title:** Policy Officer, Scotland

**Responsible to:** Head of Policy and Public Affairs, Carers Scotland and NI

**Staff reporting:** None

Location: Office and flexible working. There will be some travel throughout Scotland and within the UK, involving occasional overnight stays and weekend work.

**Contract:** Permanent

35 hours a week

**Salary:** £26,555

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**Aims of post:**

1. Working with the Director and Head of Policy and Public Affairs to maximise Carers Scotland’s influence on public policy in Scotland to improve the health and wellbeing of carers and to ensure that carers get the support they need.
2. This will involve working with public policy makers including ministers, MSPs, MPs, civil servants, as well as working on a range of carers policy work for Scotland including briefings, consultation responses and carrying out policy-based research.
3. You will also support wider team projects and activity as appropriate and agreed, including Carer Positive and the Carers Parliament.

**A Main Duties and responsibilities:**

1. To support all areas of policy and public affairs work including:
* desk-based research on policy issues
* drafting briefings and consultation responses
* drafting PQs, Members Motions
1. Attend meetings and represent the charity/Carer Positive including at cross party groups, Government meetings, MSP meetings, party conferences, as well as with charity partners, and others as directed.
2. Monitor parliamentary and Government activity to ensure the charity is up-to-date on all public policy and political developments relating to carers. Identify opportunities for the charity to influence.
3. Manage key stakeholder databases for Policy and Public Affairs, including MSPs, MPs, civil servants, policy-makers, academics and others.
4. To support the organisation and delivery of the annual Carers Parliament, as well as events and activity in the Scottish Parliament including receptions, exhibits and meetings.
5. Support the Carer Positive project with specific support on policy issues, including opportunities created by new employment legislation, as well projects relating to employment and employability for carers, for example, with briefings and research.
6. The policy officer, working with the Head of Policy and Public Affairs, will be responsible for raising the profile of Carer Positive in the Scottish Parliament and in Scottish Government.
7. To promote and support Carer Positive to key stakeholders when opportunities arise and appropriate. Proactively refer contacts on to the Carer Positive manager and mange follow-up where necessary.
8. Attend conferences and events, including running information stands for Carers Scotland, Carers NI, Carer Positive, as agreed with your line manager, Carer Positive Manager, and director.
9. Work with the Media and Communications officer on communications materials including press releases, webpages, social media and other communications as requested.

# B General Duties

1. To attend regular Carers Scotland and Carers NI team meetings and UK staff meetings and to liaise as necessary with staff in other parts of the organisation, particularly the Policy and Public Affairs Team.
2. To provide administrative support for the Carers Parliament including arranging venues where necessary, managing invites and RSVPs, circulating papers, taking minutes and liaising with the various members.
3. To support other projects and activity across the Carers Scotland and Carers NI directorate as instructed.
4. To carry out all other reasonable duties commensurate with the post.

# Person Specification

# Essential Skills

1. 1-2 years’ experience working in policy and public affairs roles.
2. Strong written and oral communication skills including an ability to effectively make the case for change, to explain issues in accessible terms to a range of audiences including politicians, policy-makers and the general public.
3. A high level of accuracy and close attention to detail
4. Excellent interpersonal skills, including the ability to work in a team and communicate well with a wide range of people.
5. Ability to work as part of a team.
6. To be able to work collaboratively and build relationships, and work effectively with a wide range of stakeholders and colleagues.
7. Strong understanding of Scottish politics and policy-making processes in Scotland
8. Understanding of health and social care policy in Scotland.
9. Proven experience of organising own work, using initiative and setting priorities.
10. Experience of organising public events such as conferences and meetings.
11. An understanding of and commitment to Equal Opportunities practice in all aspects of our work.

26,555

**Desirable Skills:**

1. An understanding of the needs and difficulties faced by carers.
2. Understanding of Westminster politics
3. Experience of presenting
4. Experience of carrying out research
5. Experience and understanding of Scottish media.

**Review**

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

 **Our Values**

Carers are at the heart of everything we do. We are:

* **Attentive**
* we welcome everyone and are always supportive and ready to help
* we listen carefully and respond with expertise and understanding.
* **Ambitious**
* we’re courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
* we are always learning and improving, pushing boundaries to increase our impact.
* **Achievers**
* we are passionate about what we do and tenacious in our pursuit of change
* we adapt to new challenges and are always striving for excellence
* we love to collaborate and enjoy working with others to reach our goals.

**Diversity and inclusion**

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

**Terms and Conditions**

**Post:** Policy Officer, Scotland

**Location:** Hybrid working, including office in Glasgow

**Salary:** £26,555

**Contract:** Permanent (subject to funding)

**Benefits**

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive working environment with many attractive benefits. We’ve developed inclusive policies, flexible working arrangements with your wellbeing at the heart of Carers UK.

* A work life balance commitment with flexible working arrangements available in a truly flexible working culture
* 25 days holiday (excluding bank holidays) rising to 28 days with long service
* An additional 3 days leave over Christmas and New Year when the office is closed
* Up to 10 days paid care leave
* Recognition scheme including a value’s winner of the month
* 6% contribution to stakeholder pension scheme
* Loans for bikes when you have been with us for 6 months
* Interest free season ticket loans
* Free access to round the clock employee assistance programme for advice and support
* Free life insurance cover 2 times your annual salary
* Eye care voucher scheme
* Socials such as weekly quizzes and ad hoc events
* A commitment to staff learning and development

We are proud to be an Employer for Carers and Carer Positive member and a Living Wage Employer. We have signed the ‘Happy to Talk Flexible Working’ initiative and are committed to building the best possible environment to help carers in the workforce.

**How to Apply**

For an application pack please visit

https://www.carersuk.org/about-us/working-for-carers-uk

Please also ensure you have also completed and submitted the personal details form and the diversity monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.

The closing date for applications is **19 June 5pm**

First interviews will be held week commencing **w/c 26 June**

CV, personal statement and completed monitoring forms should be emailed to **recruitment@carersuk.org****.** Please send in your application as soon as possible.

Carers UK anonymises all applications prior to shortlisting.

Carers UK reserves the right to appoint at any stage, should an outstanding candidate emerge.

Carers UK may carry out online and social media checks before a formal offer is made.