**ROLE DESCRIPTION**

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| Job Title: | Policy Officer |
| Division: | Charity Services |
| Team Name: | Policy and Communications |
| Geographical Focus of Role | Scotland |
| Location: | Scotland based: Edinburgh (Causewayside House) and home working (blended working) |
| Contractual Status of Role:  Permanent *or fixed term* | Permanent |
| Hours: | Full time (35 hours per week) |
| Job Title of Line Manager: | Head of Policy and Communications |
| Job Titles and number of any direct reports | None |
| Salary | £28,000 - £30,000 pa dependent on experience |
| Job Purpose: | Working as part of Age Scotland’s policy and communications team to research the needs of older people in Scotland and develop policy which would improve their lives. The post holder will monitor, analyse and influence public policy developments that affect people over the age of 50.  The Policy Officer will have an excellent knowledge and technical grasp of a wide range of portfolios, supporting the work of colleagues across the charity. |
| Main Responsibilities/Deliverables: | * Monitor national and local government policy developments and identify opportunities for the charity to influence public policy. Horizon scan and update colleagues on issues as they arise. * Preparation of a wide range of policy statements, briefings and consultation responses to Scottish Parliament, Scottish Government and other appropriate bodies or organisations * Develop and update policy positions relevant to Age Scotland’s work through desk-based research and consultation with internal and external experts * Consult and survey older people on their experiences and needs * Working with the Head of Policy and Communications, commission research into a range of policy issues to inform our work * Represent Age Scotland and contribute to policy events, seminars, workshops and conferences. * Support the Charity in development of research links and funding applications * Support the Head of Policy and Communications and the Policy Engagement & Campaigns Officer in the development and implementation of the influencing strategy for the charity * Work with colleagues to ensure policy work is translated into effective influencing and campaigns * Provide policy support for media related activity * Collaborate with policy colleagues in Age UK, Cymru and Northern Ireland on UK wide policy matters and share developments in Scottish policy. * Develop and maintain a network of key partners and stakeholders * Ensure relevant in-house databases are kept up to date |
| Experience | * Experience in policy roles (essential) * Experience of advice provision to a wide variety of audiences, in both verbal and written form (essential) * Experience of Scottish Parliament structures and decision-making processes, particularly in linking to the Charity sector (desirable) * A demonstrable ability to write clearly, concisely and persuasively and of summarising complex information swiftly and accurately for a variety of audiences (essential) * Experience of working in partnership with other organisations to an agreed objective (essential) * Experience of a range of policy areas affecting older people such as health, social care, dementia and social security (desirable) |
| Knowledge/Skills | (All essential)   * Strong understanding and knowledge of current social and political issues particularly in relation to Scotland's older people and knowledge and understanding of the workings of Parliament and Government * Broad knowledge base but ability to specialise * Analytical skills * Research skills * Excellent verbal and written communications skills Current affairs interest and understanding of media landscape * Networking and influencing skills * Ability to work with team colleagues in a manner consistent with the values of the organisation and highest levels of empathy with the mission of the Charity. * Flexible, adaptable and willingness to engage in self-development. |
| Qualifications | None specifically required |
| Additional Requirements: | (All essential)   * The role requires occasional travel in Scotland and the wider-UK, involving possible overnight stays (travel and accommodation costs will be reimbursed by Age Scotland as per our Expenses Policy). * Willingness to work from the Edinburgh office when required (NB travel costs from home to the office will not be reimbursed by Age Scotland). * Employees are expected to have a suitable home work space and furniture with a good broadband connection for occasional home working. * Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager. * Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work. * Commitment to equal opportunities. * Commitment to work alongside and support volunteers. |