

## **JOB DESCRIPTION**

**Job Title:** Policy Officer

**Grade:** Grade 5

**Reports To:** Policy Manager

### **Overall Job Purpose**

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

The policy areas that this role will focus on will be: separated children's policy; statelessness and enfranchisement.

### **Key Responsibilities**

- To lead on particular advocacy priorities (initially separated children's policy, statelessness and enfranchisement) agreed annually using appropriate influencing strategies and tools to achieve positive change;
- To work with staff in the Policy, Communications & Communities Team and across the organisation to keep abreast of asylum and refugee legislation and policy changes and practice and to support Scottish Refugee Council's response to the changes (For example, responding to parliamentary bills and inquiries; and consultations from the Scottish Government, Home Office and other bodies);
- To research, from all possible sources, necessary statistics and other information as needed to support advocacy activities;
- To ensure refugee involvement within advocacy activities;
- To produce effective, user-friendly, comprehensive, accurate briefings and information for appropriate audiences;
- To liaise with statutory, voluntary and community organisations and to represent Scottish Refugee Council externally when appropriate;
- To lead on organising regular briefing sessions to interested stakeholders on a range of Scottish Refugee Council policy positions, projects and research;
- To liaise with academics working in relevant policy fields to inform new and existing relevant projects;

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- To support the Policy Manager, Head of Policy, Communications & Communities, Chief Executive and other colleagues with lobbying and influencing activities;
- To contribute to the development of Scottish Refugee Council's annually agreed advocacy priorities;
- To support the media team with press enquiries as necessary and representing the organisation in the media where appropriate; and
- To manage volunteers, research projects and relations with external researchers where appropriate.

### **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 support volunteers;
- To participate in and contribute to organisational / team meetings as required;
- To provide training and induction for other members of staff, as required; and
- To undertake any other duties relevant to the post and the demands of the organisation.

**Person Specification**

**Job Title:** Policy Officer

Quality	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> <li>• Degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in public policy, law or human rights</li> </ul>
Job Experience & Skills	<ul style="list-style-type: none"> <li>• Fluency in English (both verbal and written)</li> <li>• At least two years' experience of policy development outside of academic institutions</li> <li>• Knowledge of social issues relating to refugees and asylum seekers</li> <li>• Excellent interpersonal skills: an able communicator with the confidence to interact with politicians, civil servants, stakeholders and community groups</li> <li>• Research and analytical skills</li> <li>• Experience of events management</li> <li>• Ability to produce high quality written work; to commission, edit and write papers and a wide range of correspondence</li> <li>• Ability to network with staff and external partners at all levels</li> <li>• Ability to represent Scottish Refugee Council in external forums</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to policy development and advocacy in the voluntary sector</li> <li>• Knowledge and experience of politics and an understanding of the Scottish &amp; UK political systems</li> <li>• Knowledge of asylum policy in UK and EU</li> <li>• Experience of campaign development and liaison with the media.</li> <li>• Portfolio of policy work including published material</li> </ul>

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<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Empathy with refugees and the work of Scottish Refugee Council</li> <li>• Strong work ethic; a self-starter with high energy levels, ability to use own initiative, prioritise, make decisions and implement them, and function effectively under pressure and to deadlines</li> <li>• Ability to be a team player</li> <li>• Ability to respond positively to feedback and to modify performance if required</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of cultural differences</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work flexible hours as required, to travel (, and to spend occasional nights away from home (Scotland, UK, EU)</li> <li>• Understanding of equal opportunities</li> </ul>	