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**Policy & Communications Assistant**

**Job Description**

Together – Scottish Alliance for Children’s Rights

*Hours:*  0.6 FTE (21 hours/week)

*Salary:* £22,073

*Location:* Together, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

*Duration:* The post is time limited to 12 months, with the possibility of extension.

*Responsible to:* Legal & Policy Manager

***Purpose:***

The Policy & Communications Assistant will contribute to Together (Scottish Alliance for Children’s Rights)’s mission to inspire and enable everyone in Scotland to put children and young people’s human rights at the heart of everything they do in line, with the Strategic Plan. Throughout the role, the post-holder will be expected to involve Together’s membership – including children and young people – whenever possible and appropriate.

***Main Duties and Responsibilities:***

Policy

* Support the Legal and Policy Manager in researching and writing Together's annual *State of Children's Rights* report reflecting on evidence provided by members and networks across themes and geographic area.
* Assist the Legal and Policy Manager in submitting responses to relevant Scottish / UK Government consultations that draw from Together's *State of Children's Rights* reports, the UNCRC, its Optional Protocols and General Comments.
* Research and draft comprehensive briefings for Together Trustees, members and parliamentarians on a range of children's rights topics.
* Assist with work relating to policy development, lobbying, research and event organisation.
* Conduct further research into specific areas of children’s rights and related policy as required.

Communications

* Liaise with members and other children's organisations through attendance at meetings and events to seek further opportunities to expand Together's network.
* Support the organisation of Together seminars to gather and disseminate information on the implementation of the UNCRC across Scotland.
* Research, collate and edit fortnightly e-newsletter to highlight new developments and resources relating to children's rights to inform and support Together's members.
* Develop and update website to ensure that web-based resources for Together's members, policy-makers and practitioners are innovative, comprehensive, relevant and up-to-date.
* Develop and implement social media presence using Twitter and Facebook to further Together's communications reach.
* Support the Business Support Officer in marketing analysis of online activities to reflect on and improve Together's communications strategy.

Other

* Support with developing and reporting on funding proposals as required.
* Provide support to interns.
* Contribute to regular team meetings.
* Contribute to the general administration, well running and development of Together.
* Carry out other duties consistent with the job purpose as required.

***Person Specification:***

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| Knowledge including necessary qualifications: | | |
|  | Essential | * Educated to degree level or equivalent experience. * A good understanding of children's human rights and the UNCRC. * A good understanding of the various methods by which advocacy organisations achieve change. * Good analytical skills and the ability to scrutinise legislation and policy proposals. * Excellent written and verbal communication skills with the ability to convey complex ideas clearly and succinctly. * Knowledge of current online communications media. |
|  | Desirable | * Understanding of Scottish public policy development processes. * Understanding of the international human rights system. * Understanding of different research approaches. |
| Experience | | |
|  | Essential | * Experience of supporting the analysis and interpretation of public policy issues within the children's and/or human rights sector. * Experience of supporting human rights related research and analysing results. * Experience in a related policy environment, including supporting the production of policy briefings and consultation responses. * Demonstrated experience of being able to build effective relationships and work collaboratively with people and organisations across from a wide variety of backgrounds. * Experience of working in a small team with the self-motivation to use own initiative when completing tasks and making decisions. |
|  | Desirable | * Experience of working with and supporting children and young people to influence change. * Experience of working in a policy or public affairs environment. * Experience of supporting social media projects. * Experience of working for a membership-based organisation. |

***Summary terms and conditions of employment:***

Salary: £22,073

Working week: 21 hours/week (0.6 FTE) with 1 hour unpaid for lunch. Some flexibility will be required.

Annual leave: 20.4 days annual leave, including public holidays (FTE 25 days annual leave plus 9 public holidays).

Place of Work: Central Edinburgh. Some travel may be required.

Pension: Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.

Probation period: The post is subject to a 3 month probationary period. Following successful completion of the probationary period the notice period will be 1 month.

Sick pay: Employees are entitled to 1 month’s full pay and 1 month’s half pay within any 12 month period. In the first year of employment, this entitlement is pro rata to their length of service.

***Background Information:***

Together is an alliance of Scottish children's charities that works towards all children in Scotland being able to enjoy their rights according to the UN Convention on the Rights of the Child (UNCRC)and other human rights treaties. This is achieved by improving the awareness, understanding and implementation of the children's rights through:

* Ensuring our members are involved, consulted and influence our work to progress children's rights.
* Progressing the implementation of children's rights at a local and national level through the provision of support, expertise and robust scrutiny.
* Being recognised by our membership and decision-makers as the informed voice that advocates for children's rights in Scotland.
* Being recognised as an authoritative and respected voice and commentator on the state of children's rights in Scotland.

Our growing membership is made up of a range of non-governmental organisations (NGOs), from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.