

# Policy & Parliamentary Officer

## Job Description



- Responsible to:** Chief Executive.
- Job Summary:** Families Outside is the only national charity in Scotland that works solely to support families affected by imprisonment. Cutting across a wide range of subjects, this post leads the identification, development, and implementation of legislation and policies to support families affected by imprisonment.
- Salary:** SJC scale points 34-37, updated annually subject to appraisal and where funds allow.
- Hours:** 21 hours per week worked flexibly.
- Location:** This post is based primarily in Edinburgh, with flexibility for home/remote working.
- Probation:** A probationary period of 6 months will apply.
- Holidays:** 25 working days per year, plus 10 Public Holidays increasing to 27 days after five years of service (all pro rata.)
- Pension:** The pension scheme is a Group Stakeholder Pension Scheme. Employees can choose to “opt out” of the scheme, but without doing this means automatic enrolment. Families Outside will contribute 4% to the scheme. Employees choose their own level of contribution. The combined total is required to be at least 7%.

Key accountabilities	Tasks	Time division	S.A.
Develop and lead the implementation of an overarching strategy for policy and practice regarding families affected by imprisonment	Work with the Chief Executive, Families Outside managers and staff, and families to identify priority areas for external policy change.	60%	
	Lead and develop effective influencing strategies to achieve positive change on priority issues to influence the Scottish Government, the Scottish Prison Service, private prison providers, and other agencies in contact with children and families affected by imprisonment.		
	Lead or contribute to policy consultations and calls for evidence that further the strategic aims of the organisation.		
	Follow through on Families Outside policy initiatives and campaigns.		
	Write or commission policy briefings that further the strategic aims of the organisation.		
Represent Families Outside	Give oral evidence in Parliament as required.	20%	
	With the Chief Executive, contribute to the planning and operation of the Parliamentary Cross-Party Group on Children & Families Affected by Imprisonment.		
	Lead or contribute to policy discussions and working groups that further the strategic aims of the organisation.		
Engage with families to ensure representation of their views and priorities	Alongside the Communications & Marketing Manager, support families to contribute to policy consultations and calls for evidence.	10%	

Support staff engagement with organisational priorities for policy	Ensure staff understand and impart current Families Outside policy priorities through their work.	10%	
	Ensure organisational compliance with the Lobbying (Scotland) Act 2016, supporting staff to report regulated activity and keeping the Lobbying Register up to date.		

All staff should use the opportunity to seek support and help from the line manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

All staff are expected to undertake any other reasonable duties as required and appropriate to the role. Additional duties will be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

This post may be subject to a disclosure check carried out through Volunteer Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Person Specification - Selection Criteria	Essential	Desirable
<b>Education</b>		
Relevant qualification, e.g. Social & Public Policy		*
<b>Previous Experience</b>		
Experience of policy work at local and national levels	*	
Proven ability to achieve significant and sustained change in Government, public sector, and private sector policy and practice	*	
Experience in working in a voluntary organisation, in either a paid or voluntary		*
<b>Skills And Ability</b>		
A demonstrable and empathetic understanding of the Justice System in Scotland and the issues affecting families affected by imprisonment	*	
Ability to think laterally across policy agendas to recognise opportunities to support children and families affected by imprisonment	*	
Ability to prioritise and manage work load in a pressurised environment, use initiative, and be proactive	*	
Ability to identify deadlines and managing competing priorities	*	
Highly developed writing, communication, and presentation skills	*	
Ability to use common IT packages, use email, and maintain an electronic diary	*	
Ability to work independently and as part of a team	*	
<b>Personal Qualities</b>		
A commitment to the aims and principles of Families Outside	*	
Willingness and ability to work occasional unsocial hours and to travel across Scotland to participate actively in relevant meetings and events	*	
Respectful, honest, punctual, reliable, and trustworthy	*	
Adaptable	*	
Non-judgemental	*	
Able to maintain confidentiality	*	
Be willing to undertake relevant training	*	