Job Title Policy Assistant

Salary SCVO Grade 3 (£24,300 - £27,000)

Location SCVO staff are currently working from home. When our offices reopen, this post could be based from Edinburgh, Glasgow or Inverness

1 Introduction and background

SCVO believes the voluntary sector is vital to Scotland’s economy and society. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our purpose, therefore, is to support, promote and develop a confident, sustainable voluntary sector in Scotland.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are:

* Accountable and committed
* Responsive
* Supportive
* Progressive
* Bold

The SCVO Policy Team works to ensure that national policy and legislation impacting on the voluntary sector’s operating environment is developed in ways that benefit voluntary organisations, and that the sector’s voice is influential in that development.

The Policy Team is seeking a well organised individual to support the smooth running of all aspects of our work. In return, we will support the Policy Assistant to develop the skills and experience they need to get involved in our policy influencing work. This is an exciting opportunity for a committed, diligent and analytical candidate to gain on the job skills.

2 Job purpose

The Policy Assistant aids the smooth running of the Policy, Campaigns and Research teams by providing administrative and other support.

In addition, the Policy Assistant will be supported to develop an understanding of the policy environment and core policy skills, in order to contribute to SCVO’s external policy work.

3 Person specification

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* Excellent organisational skills
* Ability to independently manage a diverse workload
* Strong written and oral communication
* Ability to analyse and synthesise a range of complex information quickly
* Relationship building skills
* Good working knowledge of Microsoft Office 365 and familiarity with a range of online platforms (including but not limited to Slack, MS Teams, Google Docs, Survey Gizmo, Doodle)
* A demonstrable interest in policy, politics and/or campaigning
* Strong values, aligned with SCVO’s

**Desirable**

* Experience of providing administrative support: organising events, noting meetings, updating electronic records
* Experience of creating content for websites and newsletters
* Experience of collating and using research evidence
* Experience of working in and/or an understanding of the Scottish voluntary sector

4 Specific duties

To organise internal and external meetings and events, including the preparation of agendas and other papers (in consultation with colleagues), sending out invitations, liaising with speakers and taking minutes.

To assist the team with communications with members and other stakeholders through the preparation and circulation of newsletters, drafting content for website and supporting members with access to online discussion forums.

To assist with the day to day running of the Policy, Research and Campaigns teams, for example through logging stakeholder engagement on Salesforce and taking responsibility for shared files.

To support policy leads to understand and develop SCVO policy positions through collating and summarising available evidence.

Through shadowing team members and on the job development opportunities, to develop the relevant skills to draft consultation responses, represent the organisation on working groups, and advocate on behalf of the voluntary sector with MSPs.

To manage your own workload, ensuring that deadlines are met and high quality work is produced.

5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

SCVO staff are currently working from home. When our offices reopen, this post could be based from Edinburgh, Glasgow or Inverness. The post holder will report to Kirsten Hogg, Head of Influencing (Policy, Research and Campaigns).

7 Further Information

Informal discussion of this position is welcome. Potential candidates looking for further information should contact Kirsten Hogg, kirsten.hogg@scvo.scot

8 Equality, diversity, and inclusion at SCVO

SCVO wishes to increase the diversity of its staff and welcomes applicants from all communities, particularly from people with disabilities and people from black and minority ethnic communities, currently under-represented within SCVO. SCVO offices are currently closed, when open they are fully accessible.

SCVO offers flexible working from day 1 of employment, including part-time working or job sharing as well as other flexible working options. If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact hr@scvo.org.uk or 0131 474 8004.

9 To apply

Please e-mail your application to [recruitment@scvo.org.uk](mailto:recruitment@scvo.org.uk) by 12 noon on the closing date.

Closing date: Sunday 30th May

Interviews: Tuesday 22nd June

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 3 (£24,300 - £27,000)

Annual leave: 28 days plus 6 public holidays (prorate)

Cost of living increases: on 1 April each year

Pension: SCVO offers a Defined Contribution Pension Scheme to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 35 hours per week

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