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| **Job** |  |
| **Description** |

**Job title: Policy and Parliamentary Officer**

**Reports to: Policy Manager**

**Salary:**  **£30,066.40 per annum pro-rata, plus 8% pension contribution**

**Hours:**  **28 hours per week (0.8 Part time)**

**Location:**  **Edinburgh / home working with travel (subject to Covid-19 related restrictions)**

**Contract:**  **Permanent**

**Background**

**Inclusion Scotland**

Inclusion Scotland is a high-profile charity and membership organisation. We are a Disabled People’s Organisation (DPO), which means we are led by disabled people. This is important, because the everyday lived experience of disabled people informs what prevents our full inclusion into Scottish society and what needs to be done to promote it. We are pan-impairment and work to address intersectional issues impacting many disabled people in Scotland.

Inclusion Scotland works to achieve positive changes to policy and practice, so that disabled people are fully included throughout all Scottish society as equal citizens.

* We do this by: **Influencing decision-makers**, ensuring that disabled people are involved in developing effective solutions for policy and practice that reflect our expertise by experience and meet needs and aspirations.
* **Supporting disabled people to be decision-makers** themselves, promoting the equal representation of disabled people as policymakers and the right to make decisions about our own lives.
* **Developing capacity, awareness and engagement**, of disabled people, disabled people’s organisations, and the organisations and institutions that affect our lives.

**Job purpose and overview**

The Policy and Parliamentary Officer helps to deliver Inclusion Scotland’s strategic aims by identifying and influencing legislators and decision and policy makers. This means influencing them to understand and promote action towards disabled people’s priorities for change, accelerating progress towards this, and promoting co-production and co-design with disabled people themselves.

Growing Inclusion Scotland’s reputation and relationships with parliamentarians including growing their understanding of our work and recognition of the value of disabled people’s lived experience evidence and why this is essential. It also means growing our organisational awareness of parliament and supporting teams to use the opportunities there to deliver project outcomes.

Responding to consultations, giving evidence and promoting our key messages via policy processes and communication opportunities.

The policy themes that this role will focus on are changeable and will be those in the assigned to the postholder from the current Business Plan, (currently welfare, social security and poverty), or where a vital opportunity arises.

The Policy and Parliamentary Officer is part of the Policy and Research Team and supports the Policy Manager.

1. **Main areas of work include:**
* Producing briefings, oral and written committee evidence, and consultation responses for Inclusion Scotland, and/with partners to inform and influence decision and policy makers.
* Monitoring and recording opportunities and responses to consultations, debates of Scottish and UK Governments and Parliaments, and those of other strategic stakeholders, identifying opportunities to engage and influence.
* Increasing disabled people and DPOs engagement in policy development and service planning.
* Representing Inclusion Scotland at meetings with key stakeholders including Scottish Government advisory groups, and third sector networks.
* Working closely with colleagues and relevant external stakeholders to make best use of the available opportunities to gather disabled people’s lived experience and other robust evidence and to develop new ones where needed.
* Preparing communications such as reports, briefings, blogs, guidance, news releases and web and social media content, and presenting at engagements.
* Supporting the delivery of opportunities to bring together disabled people and their allies with decision and policy makers.

1. **General**

* Contribute to the development and wider work of the wider organisation and staff team.
* Help to prepare reports for external use, including funders reports and funding bids, and for our Board and members.
* Ensure appropriate financial processes and data protection procedures are followed, and other policies are adhered to.

**Person specification**

**Experience**

**Essential**:

* 1. Policy and research experience, including researching and producing evidenced based reports, briefings and other policy outputs.
	2. Personal or professional experience of disability and the barriers disabled people face.

**Skills and abilities**

 **Essential**:

* 1. Excellent written and oral communication and interpersonal skills especially when interacting with disabled people.
	2. Skilled in establishing and developing new relationships, and maintaining good relationships with external stakeholders.
	3. Ability to build strong networks and work collaboratively with external partners.
	4. Confident IT skills including Microsoft Word, Excel, Outlook and experience of using social media and online meeting tools (e.g., Teams and Zoom) in a professional environment.

**Desirable:**

* 1. Able to maintain records to identify, track and report on policy and legislative opportunities and outputs.
	2. Ability to write accessible content for use on the internet and / or print media, e.g. blogs, web site authoring, etc.

**Knowledge and understanding**

**Essential**:

* 1. Good overview of human rights and equality law and understanding of Scottish policy and legislative process, and public sector and civil society landscape
	2. Good understanding of welfare, social security and poverty and how they affect disabled people in Scotland.
	3. Understanding of the policy and legislative barriers disabled people face including intersectional issues.
	4. Understanding of lived-experience evidence and how to gather and use this effectively.
	5. Understanding of data protection and security practices.

**Personal qualities**

**Essential**:

* 1. Commitment to the philosophy of independent living, the social model of disability and human rights.
	2. A flexible and supportive approach to changing work demands and working as part of a team.
	3. Able to work under pressure, prioritise appropriately and meet deadlines.