

# We are housing Scotland



## POLICY ASSISTANT

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Salary:	Band F - £22,687
Responsible to:	Office Manager
Type of Position:	Permanent
Annual Leave:	29 Days & 10 Public Holidays (Pro rata for part-time posts)

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### Job Overview

The Policy Assistant will actively contribute to SFHA's success through supporting the day-to-day operations of the Policy Team by providing administrative and business coordination in supporting the work of the policy team as we seek to tell our sector's story to key audiences.

You will be a key part of a small team that plays a vital role at SFHA in ensuring we provide brilliant services to our members.

### Main Duties & Responsibilities

#### Policy development

- Carry out both desk-based and original research, including the creation of surveys and providing brief overviews of key information to the team
- Liaise with the Policy Team to provide organisational and administrative support to the team across our key member engagement platforms, including Forums, Round Table and Virtual Meetings
- Liaise with the Policy Team to create mailings and ensure Members are aware of key events and kept up to date
- Liaise with the Policy Team to ensure key documents and communications, including the organisation's website, are up to date and available for members
- Assist with the drafting and proofing of briefings, guidance publications and policy positions

## **Monitoring and data**

- Support the Policy Team in using an evidence based approach to plan and evaluate our engagement with members and key external stakeholders
- Keep our database up to date to ensure we have accurate records of our political and member relationships

## **General Duties**

- Arrange and support meetings with members and policymakers
- Contribute towards effective knowledge management within SFHA
- Ensure compliance with, and implementation of, SFHA's policies, including those relating to health and safety, emergency procedures, equal opportunities, code of conduct and disciplinary procedures
- Undertake any other duties considered reasonable within the scope and purpose of the post as may be instructed by the line manager
- Take notes at meetings as required. Write up and distribute meeting notes accordingly and promptly
- Maintain mailing and contact lists for members and stakeholders within the Customer Relationship Management (CRM) system

## **Person Specification**

### **Essential**

- Excellent written English
- Meticulous attention to detail
- Enthusiastic and willing to learn
- Familiarity with Microsoft software

### **Desirable**

- Understanding of housing association sector
- Understanding of membership organisations
- Understanding of Scottish political landscape
- Familiarity with Office 365 and Salesforce