



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Policy & Public Affairs Officer
Salary range	£23,674 - £29,592
Hours of work	Full time – 35 hours per week. Hours can be worked flexibly - some evening and weekend work is required.
Contract	Fixed term – 12 months (subject to funding)
Area	Engagement and Influence
Base location	National Office, Glasgow with flexible home working
Responsible to	Policy and Public Affairs Manager
Last update	April 2023

Purpose of the post

Who Cares? Scotland is Scotland’s only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect and love for Care Experienced people in Scotland. At the heart of Who Cares? Scotland’s work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden their understanding of care and challenge stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy and practice. We do this collaboratively to build on the aspirations of The Promise and secure positive change.

This role will contribute to this aspiration by helping the delivery of a policy and public affairs influencing programme supported by members from across the country. The overarching purpose of this role is to develop our local and national work to influence elected representatives from across Scotland’s political parties in a way that is shaped directly and indirectly by the lived reality of the Care Experienced population in Scotland.

Main duties and responsibilities

- To support work with elected members and other key decision-makers to influence policies to benefit Care Experienced people.
- To support political influencing plans for each local authority, working with regional teams to create opportunities for members to engage with local decision-makers to demonstrate the value of our work.
- To develop a political contact programme to ensure consistency and follow-up with our political engagement across the organisation, and support staff to record lobbying activity in line with the Lobbying (Scotland) Act 2016.
- To support the development of a spokesperson programme for Care Experienced people to influence decision-makers and the media.
- To support national participation events, political engagement and policy and public affairs training with our National Representative Body.
- To ensure the views of Care Experienced members and advocacy evidence shape our policy responses and campaigning, and secure opportunities for influencing change.
- To influence the development of rights-based policy and practice relating to Care Experienced people.
- To work collaboratively with the directorate, Volunteering & Participation, Communications & Events, regional and other teams and attend Advocacy & Policy Community of Practice sessions with operational staff.
- To support the development of evidence-based participation and influencing plans.
- To support the development of primary participatory research with implementable but aspirational recommendations.
- To ensure Care Experienced members and Who Cares? Scotland staff are informed about relevant policy and practice developments through political monitoring and horizon scanning.
- To work collaboratively and strategically with partner organisations and represent Who Cares? Scotland and our Care Experienced membership in strategic forums.
- To carry out any other duties commensurate with the post as agreed with the Manager and Director.

Communication

The post holder will have key contacts with:

- Care Experienced people and members
- Corporate Parents and Public Bodies
- Elected Members in Local Authorities & the UK and Scottish Parliament
- Academics, Third Sector agencies and forums
- Who Cares? Scotland colleagues
- Scottish Government
- Scottish Parliament
- Appropriate funding bodies.

Working environment

The location of the postholder is flexible. Evening and weekend work, including occasional overnight stays, may be required.

We request at least one office-based day a week where possible.

Attitudes and values

Commitment to:

- Child and human rights.
- Working inclusively with an understanding of equal opportunities practices.
- Belief that people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with Care Experienced people of all ages, empowering them to make decisions about their own lives.
- Developing best practice through regular supervision and training opportunities.
- Inter-agency, inter-disciplinary working to improve outcomes for Care Experienced people.

Essential knowledge, skills and experience

Qualifications:

- While we would welcome the knowledge gathered through relevant qualifications, we are just as interested in relevant work experience. The relevant work experience being extensive experience in relevant field with advanced analytical skills and the ability to convey complex information to a wide range of audiences.
- Demonstrable continuing professional development in relevant areas.

Knowledge:

- Equality and human rights frameworks and the Human Rights Based Approach.
- The Promise.
- Current social policy, legislation and practice relating to Care Experienced people.
- Local and national government policymaking.
- Public affairs and Scottish Parliament procedures and processes.
- The issues affecting Care Experienced people.
- Knowledge of representation, leadership and/or rights-based participation models for marginalised groups.

Skills and competencies:

- Excellent oral, written and presentation skills.
- Excellent interpersonal, emotional intelligence and communication skills, including the ability to build and maintain strong relationships with a diverse range of people.

- Ability to interpret complex information and communicate in a clear, concise language to a variety of audiences.
- Ability to analyse both quantitative and qualitative data and use evidence in factual but convincing ways to influence change.
- Ability to analyse problems and present logical solutions.
- Project management experience.

Professional experience of:

- Developing and implementing strategies for influencing social policy and legislation.
- Developing and implementing strategies for ensuring participation of lived experience in policy influencing.
- Scrutinising policy and legislation.
- Writing policy briefings, consultation responses and reports.
- Delivering evidence-based campaigns.
- Data analysis and accessible presentation of findings.
- Working with marginalised groups.

We particularly welcome applications from people with experience of care who meet the criteria for the post.