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**JOB DESCRIPTION:** Policy and Projects Officer

**1. DETAILS**

**Job Title:** Policy and Projects Officer

**Location:** Contracted office base: Norton Park, 57 Albion Road Edinburgh. We are currently developing new ways of working together following the end of COVID restrictions. For now, staff are working in a flexible, hybrid way between home and office (with your contract based in our Edinburgh office). Given the nature of the work, and in liaison with the post holder’s manager, some in person meetings (internal and external) are likely to be required.

**Reporting to:** Relevant Programme Lead

**Terms:** Dependant on post.

* **Workforce** (Full time. Permanent or secondment)
* **Commissioning and Procurement** (Full time. Permanent or secondment)
* **Criminal Justice** (Part time 4 days per week, or full time with 1 day on CCPS reform policy. Permanent or secondment)
* **National social care reform and resilience** (Part time three days per week. Fixed term 9 months, secondments welcomed)

**2. INTRODUCTION AND BACKGROUND**

CCPS is the voice of not-for-profit social care providers in Scotland. We are a membership organisation and our staff work collaboratively with more than 90 members, mostly large national charities who provide care and support across all age ranges. CCPS also hosts the Criminal Justice Voluntary Sector Forum and the Housing Support Enabling Unit, employing the policy staff in these units. Our new criminal justice postholder will work for the forum.

CCPS’ policy work ensures that third sector social care providers have the best chance of supporting people to thrive in living the life they want to lead. Please also see CCPS’s 2023-24 Organisational Commitments Chart included in the job information pack and details of the [Criminal Justice Voluntary Sector Forum](https://www.ccpscotland.org/cjvsf/) if you are interested in that post. For more information, visit: [www.ccpscotland.org](http://www.ccpscotland.org)

**Job purpose:**

Under the direction of a Programme Lead, and informed by our strategic aims, the post-holder will support CCPS’s policy work in a specific portfolio area.

CCPS, and its hosted units, engage in a range of policy areas including: workforce; commissioning and procurement; children and young people; digital / data, housing support and criminal justice. All of our policy work contributes to Scotland’s wider social care reform agenda.

**3. KEY RESPONSIBILITIES:**

**a) Knowledge and relationships**

* Develop and maintain a strong awareness of relevant initiatives and developments in Scottish (and UK, where appropriate) law, policy and practice.
* Develop and maintain positive, collaborative working relationships with key external stakeholders including Scottish Government, public bodies and other third sector organisations.

**b) Policy development and advice**

Under the direction of the Programme Lead, and in collaboration with the wider CCPS team and members:

* Analyse relevant documents, statistics, data and intelligence
* Research, write and produce relevant briefing papers, policy documents and other materials.
* Develop, and/or contribute to the design of, surveys to gather and analyse information.
* Assist in the organisation of relevant meetings and events, taking specific responsibilities as required.
* Respond to enquiries from members and other stakeholders, providing information or referring to other sources as appropriate.

**c) Member engagement and representation**

* Under the direction of the Programme Lead, and in collaboration with the Head of Communications and Engagement as appropriate, ensure that the concerns and interests of members are understood, communicated and represented at key stages in the development of relevant Scottish (and UK, where appropriate) law, policy and practice by, for example:
* gathering and analysing member views to inform the development of policy positions, consultation responses and other calls for information and evidence;
* supporting member forums and committees;
* serving on relevant working groups and advisory committees; and
* attending relevant meetings, conferences and events as a delegate, representative and, where appropriate, a contributor.

**d) General**

* Support the Head of Communications and Engagement in CCPS communications on relevant policy areas, including social media posts, information bulletins, and the CCPS website.
* Connect areas of policy responsibility with other areas of CCPS’ policy work; and from time to time, undertake policy and development activity in other areas of strategic interest to CCPS.
* Provide secretariat support to meetings, if required.
* Ensure that relevant processes are handled in accordance with CCPS procedures.
* Uphold the values of CCPS in all activity.
* Any other duties as directed by the Programme Manager, Director of Policy Programmes or the CEO.

**4. PERSON SPECIFICATION:**

**What we’re looking for**

Successful candidates will be able to evidence their experience and skills and take a strongly values-led approach which is consistent with the social care sector. They will demonstrate strong intellectual and organisational capabilities and should be happy working in a small team and deadline-driven environment.

**Essential criteria**

1. Experience of working in a social policy, information and/or an engaged research role.
2. Demonstrable knowledge of policy areas relevant to social care and support, and relevant to the particular portfolio for this post.
3. Strong ability to facilitate discussions, including sensitive topics and challenging conversations.
4. Excellent interpersonal skills; skilled at collaborative working, with knowledge and experience of working with people to understand different perspectives.
5. Strong written and verbal communication.
6. Experience of research and information gathering.
7. Ability to understand, analyse and summarise complex information rapidly, in a rapidly changing policy environment.
8. Confidence in directing your own work, but aware of when to check in with colleagues about the direction you’re taking.
9. Flexible, with good organisational skills.
10. Strong IT skills, including ability to learn new systems; ability to produce and format own documents; confident in using standard Microsoft packages (Teams, Excel, Word, PowerPoint and Outlook); and effective in using the web for research.
11. A commitment to CCPS’s aims, including an understanding of equality of opportunity and non-discriminatory practice.

**Desirable criteria**

1. Evidence of undertaking professional development relevant to the role.
2. Experience or working knowledge of the of voluntary social care and support sector in Scotland.
3. Knowledge and understanding of working in a member-led organisation.
4. Experience of multi-agency and inter-agency working.
5. Experience of using survey and/or research software.