

## Role Description

Division:	Charity Services
Department:	Policy & Communications
Location:	Edinburgh, with a blend of office and home working
Geographical focus:	Scotland-wide
Contractual status:	Permanent
Hours:	35 hours per week to be worked between Monday – Friday (flexible working patterns available)
Line Manager:	Head of Policy & Communications
Direct Reports:	None
Salary:	£32,000 pa

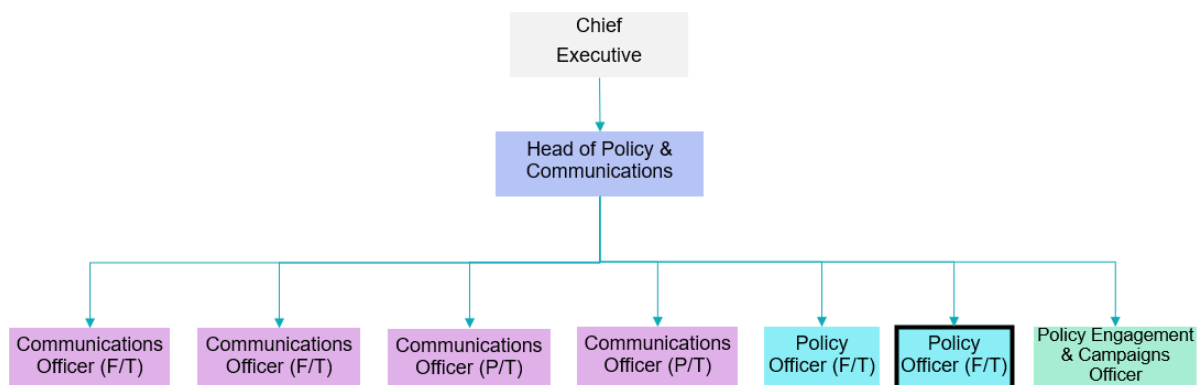
## Job Purpose

We know that growing older doesn't come with a manual. Later life may bring opportunities and challenges, that's why work to improve the lives of people over the age of 50 and promote their rights and interests.

Working as part of Age Scotland's policy and communications team, you will research the needs and experiences of older people in Scotland on a wide range of issues such as health, social care, social security, human rights, financial insecurity, loneliness and transport.

You will seek out opportunities to influence decision makers with insight on the lives of older people to deliver positive change and provide high quality analysis of policy developments for colleagues across the charity to support their work.

## Organisational Chart



## What you'll do

- Undertake research, surveys and consult with older people to identify their views and experiences on a wide range of issues.
- Prepare policy statements, briefings, and consultation responses for the Scottish government, Scottish Parliament, local councils and other relevant bodies or organisations.
- Monitor and horizon scan national and local policy developments for opportunities to influence positive change for older people.
- Work with colleagues to ensure policy work is translated into effective influencing and campaigns.
- Develop and update policy positions through desk-based research and in consultation with older people, colleagues and external partners.
- Work with older people to ensure their voice and experiences are heard by policy-makers.
- Support the charity's media activity with analysis of policy developments and issues.
- Work with the Head of Policy and Communications to commission research and polling, project manage this work and budgets.
- Represent Age Scotland at external meetings and events.
- Develop and maintain a network of key partners and stakeholders, and collaborate with policy colleagues at Age UK, Cymru and Northern Ireland.

## What you'll bring

- Experience in policy development and research is essential.
- Strong knowledge and interest of a range of policy areas affecting older people in Scotland.
- Excellent oral and written communication skills, with a demonstrable ability to write clearly, concisely and persuasively, summarising complex information swiftly and accurately for a variety of audiences.
- A strong understanding of the workings of the Scottish Parliament and Government, and how the charity sector can influence them.
- Strong analytical and statistical skills.
- Experience of partnership building and managing relationships.
- An understanding of working with older people.
- An ability to work well as part of a team, support colleagues, and be a self-starter who can meet deadlines and a fast pace of work.

## Additional requirements

- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work.
- Commitment to providing older people with high quality services.
- Commitment to volunteer development.
- An understanding of and commitment to equal opportunities.
- Flexible, adaptable, willingness to engage in self-development.
- Employees are expected to have a suitable home work space with a good broadband connection for occasional home working.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their line manager.

- The role may from time to time require travel throughout Scotland and the wider-UK, involving possible overnight stays.