Job title Policy Assistant

Contract Duration 2 Years

Salary SCVO Grade 3 (£27,118 – £30,132)

Location This post can be based in Edinburgh, Glasgow or Inverness. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our blended working policy.

1 Purpose and values

SCVO believes the voluntary sector is vital to Scotland’s economy, society and democracy. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our vision therefore is a thriving voluntary sector at the heart of a successful, fair and inclusive Scotland. We champion the role of voluntary organisations in building a flourishing society and support voluntary organisations to do work that has a positive impact.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are: accountable and committed, responsive, supportive, progressive and bold.

Equality, diversity, and inclusion at SCVO

SCVO is committed to building a workforce of people from a wide range of backgrounds, perspectives, and experiences.  That means a workforce that includes people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay, or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO. We share our interview questions in advance of interview, and we offer blended and flexible working from day one of employment, including part-time working and working from home, as well as other flexible working options.

If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact [hr@scvo.scot](mailto:hr@scvo.scot).

2 Job purpose

The Policy Assistant aids the smooth running of the Policy teams by providing administrative and other support.

In addition, the Policy Assistant will be supported to develop an understanding of the policy environment and core policy skills, in order to contribute to SCVO’s external policy work. By the end of the fixed term position you will have experience of shadowing and ultimately leading on a number of policy issues impacting Scotland’s voluntary sector.

3 Values, skills, experience, and knowledge

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* Excellent organisational skills
* The ability to independently manage a diverse workload
* A great track record of team working
* Strong written and oral communication, including writing for the web and social media
* Experience of organising in person and online events, or evidence of the skills to do so
* Experience of moderating online platforms, or evidence of the skills to do so
* The ability to understand, analyse and synthesise a range of complex information quickly
* Strong relationship building skills, with both internal and external stakeholders
* Good working knowledge of Microsoft Office 365 and familiarity with a range of online platforms (including but not limited to Zoom (including Zoom webinars), Wordpress, Slack, MS Teams, Google Docs, Survey Gizmo, Doodle)
* A demonstrable interest in policy, politics and/or campaigning
* Experience of working in and/or an understanding of the Scottish voluntary sector
* Commitment to SCVO’s [service charter](https://scvo.scot/about/work/service-charter)
* Ability to uphold our values and principles, contributing to an inclusive working environment, striving for environmental sustainability.

4 Key accountabilities

* To organise internal and external meetings and events, including the preparation of agendas and other papers (in consultation with colleagues), sending out invitations, liaising with speakers, setting up webinars, booking venues and taking minutes. Over time, this will include sourcing speakers, but initially support will be provided with this.
* To moderate and develop our new online community for SCVO’s Policy Network, on the Circle platform.
* To assist the team with communications with members and other stakeholders including, drafting content for the website and social media.
* To assist with the day to day running of the Policy team, for example through logging stakeholder engagement on Salesforce and monitoring queries to the Policy team.
* To support policy leads to understand and develop SCVO policy positions through collating and summarising available evidence.
* Through shadowing team members and on the job development opportunities, to develop the relevant skills to progress to a Policy Officer role, for example drafting consultation responses, representing the organisation externally, and advocating on behalf of the voluntary sector with MSPs.
* To manage your own workload, ensuring that deadlines are met and high quality work is produced.

5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

SCVO has a Blended Working policy.  All staff have an assigned office base and can work a blend of office and home on agreement with their team and line manager, and within our Blended Working parameters.  See our Blended Working Policy for more information.

We have office bases in Edinburgh, Glasgow and Inverness.

The post holder reports to Kirsten Hogg, Head of Policy and Public Affairs.

7 Further Information

Informal discussion of this position is welcome. Potential candidates looking for further information should contact Kirsten Hogg, [kirsten.hogg@scvo.org.uk](mailto:kirsten.hogg@scvo.org.uk) or David Livey, [david.livey@scvo.scot](mailto:david.livey@scvo.scot).

8 To apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

Closing date: Wednesday 10th July 2024

Interviews: Wednesday 31st July 2024

9 SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 3 (£27,118 – £30,132)

(appointments are made on the 1st increment)

Annual leave: 33 days plus 6 public holidays (pro rata)

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 35 hours per week (flexible working options are available including part-time hours and home working).

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