

Policy Development Officer

Salary: £ 30,000 pro rata

Hours: 17.5 per week

Annual Leave Entitlement: 34 days per annum, pro rata

Length of contract: to 31 March 2026, with the possibility of extension (funding dependent)

Person Specification

	Essential	Desirable
1. Educational/Professional Qualification		
Educated to SCQF Level 6	v	
Relevant qualification, for example Social Policy, Social and Political Studies or similar		v
2. Career Experience		
A minimum two years' experience in a similar role involving policy development	v	
Experience in representing/advocating on behalf of marginalised/hard-to reach groups	v	
Experience of engaging with stakeholders at different levels, from the grassroots to the Scottish Government	v	
Experience of working in a charity environment		v
Experience of using creative methods to raise awareness of an issue (including research, social media, etc.)		v
3. Specialist knowledge/ Experience		
Excellent ICT skills with experience in the Microsoft Office Suite, particularly Word, Excel, Access and Outlook	v	
Excellent use of Microsoft 365		v
Good knowledge of issues affecting the Feniks service user group, particularly mental health, trauma, domestic abuse, social exclusion and immigration issues	v	
Excellent written and verbal communication skills	v	
Experienced in comprehensive policy writing	v	
Competent at engaging and influencing stakeholders at different levels with a range of responsibilities	v	
Experience of compiling excellent quality reports and local/national consultation responses	v	

4. Skills		
Excellent written and verbal communication skills	v	
Fluent in English	v	
Able to communicate in other Central/ East European language		v
Good organisational skills and ability to prioritise tasks	v	
Ability to work to deadlines	v	
Effective time management	v	
Ability to work as part of a team	v	
Ability to communicate complex ideas and processes to a diverse range of audiences including colleagues, service users, stakeholders and partner organisations	v	
Ability to work independently with limited supervision	v	
Full clean UK driver's license		v
Permitted to live and work in the UK	v	
5. Personal Attributes		
Flexible and creative approach to work	v	
Ability to work occasional weekday evenings as required	v	
Flexibility to working both from home as well as the Feniks office as required	v	
Self-motivated and enthusiastic	v	
Passionate about equality, promoting human rights and about access to information	v	
Impartiality when gathering, compiling and disseminating data	v	
Able to work on own initiative with minimal supervision and based on an agreed level of authority	v	