

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)

Job Description

About Feniks:

- Feniks was established in 2007 as a small charity to improve outcomes for Edinburgh's Central and Eastern European (CEE) communities. For over 17 years, the organisation has provided a range of free, confidential and holistic support services to promote the wellbeing and rights of the city's largest ethnic minority group including 1-1 counselling, psychotherapy and personal development services, group support and outreach activities.
- Most recently, Feniks has been leading in the provision of culturally sensitive, trauma-informed care and support to Edinburgh's Ukrainian community, and supporting the community's integration, development, health and employability prospects.
- Since its inception, Feniks has grown and developed into a successful organization working in partnership with statutory services and other voluntary sector partners to deliver the best outcomes for CEE community members in Edinburgh and it continues to grow and evolve in response to the needs of the populations it serves.
- This is a great opportunity to become involved in an organisation providing essential services that respond to the needs of marginalized communities in Edinburgh, while developing skills and confidence in governance and management skills.

Overall purpose of the post:

Employed through the Scottish Government Equality and Human Rights Fund, Feniks Policy Development Officer will be responsible for:

- Advocating for the rights of the Polish, Ukrainian and other CEE communities with stakeholders and the Scottish Government
- Engaging directly with stakeholders to raise awareness of the rights, needs and experiences of the Polish, Ukrainian and other CEE communities in Scotland
- Enable the participation and representation of CEE communities in civic life
- Working closely with the Community Research and Engagement Officer (CREO) to gather information,

data and case studies of the experiences and issues affecting the Polish/Ukrainian/CEE community in Scotland

- Raise awareness of the pertinent issues affecting CEE communities with stakeholders including the NHS, local authorities and the Scottish Government
- Participate in relevant political activities such as the Cross-Party Group on Poland, and other relevant mental health, equalities and human rights networks and forums
- Use existing and new research to advocate for the needs of the CEE communities at the highest level
- Enable the participation of CEE community members in political life and acting as an advocate and representative as and when required.
- Advocate for appropriate health and human rights data collection by statutory bodies with regards to CEE communities, and, where possible, promote such data to inform policy and practice.

Occasional Tasks:

- Compiling research/performance/progress reports for submission to the board of Trustees and external stakeholders
- Support in representing CEE communities at local and national consultations on issues that concern/affect them
- Any other relevant task as and when required by the Feniks CEO

Other

- Due to the nature of the work of Feniks, occasional evening and weekend work may be required.
- The successful candidate will be expected to work on a hybrid basis with the agreement of the Feniks CEO.
- Due to the nature of this role, it may be necessary to travel outside Edinburgh on an occasional basis, as and when this is deemed necessary. Travel costs will be fully compensated by the organisation.