



Job title: Policy Officer

Base: Shared Care Scotland offices, Dunfermline (hybrid working applies)

Responsible to: Head of Policy and Communications

Job purpose:

To support Shared Care Scotland's mission to improve short breaks and respite care for unpaid carers by leading on policy development, learning exchange, and practice dissemination. The Policy Officer will play a key role in identifying, documenting, and sharing evidence-based practices, influencing policy, and supporting stakeholder engagement across Scotland.

Key result areas

1. Policy development and analysis

- Support the development of policy positions and advocacy strategies.
- Respond to consultations and policy inquiries relevant to short breaks and unpaid carers.
- Represent Shared Care Scotland at external meetings, forums, and conferences.
- Contribute to media and public communications related to policy and practice.
- Measure and conduct analysis of the effectiveness of learning and policy initiatives.
- Analyse trends in policy, practice, and research to inform strategic priorities.

2. Learning and practice development

- Identify and document best practices in short breaks and respite care.



- Conduct and oversee research using literature reviews, surveys, and stakeholder engagement.
- Maintain and develop Shared Care Scotland's online library of policy and practice resources.
- Create engaging learning materials including case studies, infographics, and tutorials.
- Collaborate with internal teams to share findings through articles, reports, presentations, and webinars.

3. External engagement

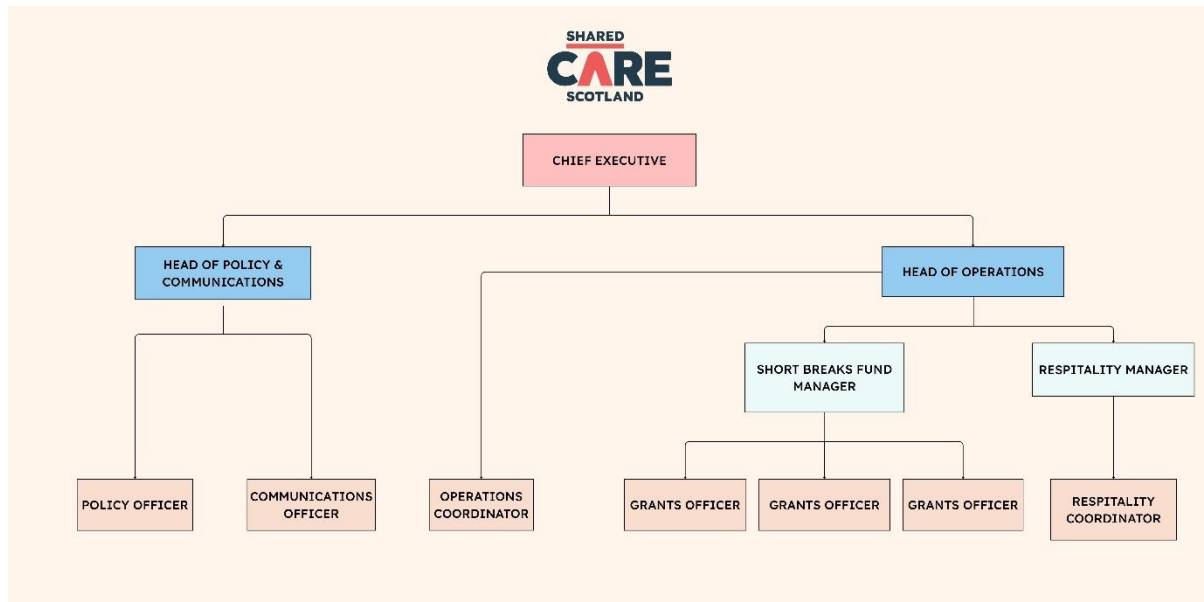
- Facilitate learning exchange opportunities such as workshops, action learning sets, and focus groups.
- Build and maintain peer networks to promote knowledge sharing and best practice adoption.
- Collaborate with service providers, commissioners, and policymakers to apply insights and learning.



Key contacts:

Internal

- Shared Care Scotland colleagues



External

- Unpaid carers
- Short break providers
- National Carer Organisations (NCOs)
- Unpaid carer & disabled people's/condition specific organisations
- Scottish Government
- Local authorities
- Health and social care partnerships
- Improvement services
- Academic and research organisations
- Information providers
- UK-wide and international networks



Person specification:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Degree or equivalent experience in public policy, social care, community development, research, or a related field.	<input checked="" type="checkbox"/>	
EXPERIENCE		
Experience in policy development, research, and stakeholder engagement.	<input checked="" type="checkbox"/>	
Experience of monitoring and evaluating impact of policy or learning initiatives.	<input checked="" type="checkbox"/>	
Experience in developing and disseminating policy materials (e.g. case studies, reports, infographics).	<input checked="" type="checkbox"/>	
Experience of facilitating workshops, learning exchanges, or peer networks.	<input checked="" type="checkbox"/>	
Experience of working collaboratively across teams and with external partners.	<input checked="" type="checkbox"/>	
Experience working in the short breaks/respite care sector or with unpaid carers.		<input checked="" type="checkbox"/>
Experience of co-production and engaging lived experience groups.		<input checked="" type="checkbox"/>
Experience of research development and participation.		<input checked="" type="checkbox"/>
Experience of using digital platforms for learning and communications.		<input checked="" type="checkbox"/>
KNOWLEDGE AND UNDERSTANDING		
Understanding of Scottish health and social care policy landscape.	<input checked="" type="checkbox"/>	
Knowledge of policy development processes and influencing strategies.	<input checked="" type="checkbox"/>	
Awareness of the challenges and opportunities in short breaks and respite care.	<input checked="" type="checkbox"/>	
Understanding of inclusive engagement and accessibility principles.	<input checked="" type="checkbox"/>	



Knowledge of impact measurement and evaluation frameworks.		<input checked="" type="checkbox"/>
Familiarity with the voluntary sector and community-based service delivery.		<input checked="" type="checkbox"/>
SKILLS AND ABILITIES		
Excellent written and verbal communication skills, including public speaking and report writing.	<input checked="" type="checkbox"/>	
Strong interpersonal skills and ability to build collaborative relationships.	<input checked="" type="checkbox"/>	
Ability to manage multiple projects and meet deadlines.	<input checked="" type="checkbox"/>	
Strong analytical and research skills.	<input checked="" type="checkbox"/>	
Proficiency in Microsoft Office and digital communication tools.	<input checked="" type="checkbox"/>	
Ability to work independently and as part of a team.	<input checked="" type="checkbox"/>	
PERSONAL ATTRIBUTES		
Commitment to Shared Care Scotland's mission and values.	<input checked="" type="checkbox"/>	
Empathy and respect for carers and care recipients.	<input checked="" type="checkbox"/>	
Self-motivated, adaptable, and resilient.	<input checked="" type="checkbox"/>	
Politically aware and responsive to emerging policy issues.	<input checked="" type="checkbox"/>	
Commitment to equality, diversity, and inclusion.	<input checked="" type="checkbox"/>	

