

JOB DESCRIPTION

Policy Officer

Closing Date:	Friday 29 th August
Interview Date:	Tuesday 9 th September
Contract Details:	<p>Salary: £28,616 - £31,543 (FTE 37hrs, pro-rata for part-time staff: £17,401.62 - £19,181.55)</p> <p>Contract: Permanent, Part-time, 22.5hrs per Week</p> <p>Location: Hybrid working (a combination of working from home and a local office base in either Edinburgh or Glasgow)</p>

July 2025

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: **Through our innovative youth work** which empowers young people to feel a sense of belonging, and achieve their own goals; **Through our equality accreditation programme**, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; **Through our youth participation and policy work** we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 50 staff, 10 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People survey* (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

This Role:

As the Policy Officer you will join the Policy, Participation and Research (PPR) team. This exciting role within LGBT Youth Scotland requires someone able to help facilitate policy changes in Scotland and across the UK that will benefit young LGBTQ+ people. The post holder will have ample experience of working with and for LGBTQ+ youth, and a detailed understanding of how, where, and why improvements can be made in the policy space for their betterment. The post holder will work closely with others in the PPR team, as well as policy and research colleagues across wider sectors in Scotland. The ideal candidate will be self-motivated, diplomatic, and skilled at making potentially complex ideas seem simple and accessible and we are looking for an individual who fits with the values of LGBT Youth Scotland, building strong relationships and partnerships both internally and externally.

Your employment will be confirmed after successful, interview.

If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity.

We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact us for an informal conversation prior to applying.

We look forward to receiving your application.

Mhairi Crawford

CEO

Role Information

Terms & Conditions

- ➔ **Job Title:** Policy Officer
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £28,616 - £31,543 per annum (pro-rata: £17,401 - £19,181)
- ➔ **Location:** Hybrid working (a combination of working from home and our spaces)
- ➔ **Hours:** Part-time, 22.5 hours per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part-time staff)
- ➔ **Probation:** 6-month probation period
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- ➔ **Benefits:** Enhanced sickness, maternity, paternity, and adoption policies.
An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff).
Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact.

We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

ROLE PROFILE

Role Title: Policy Officer Reporting to: CEO	Team: Policy, Participation and Research (PPR) Location: A hybrid combination of homeworking and LGBTYS spaces
Contract: Permanent, part-time Pay: 28,616 - £31,543 per annum (pro-rata: £17,401 - £19,181) Hours: 22.5 hours per week	Agreed by: Mhairi Crawford
Core Purpose of the Role: <ul style="list-style-type: none"> To create robust and well-evidenced responses to consultations, ensuring youth voice is not just incorporated but centred To create and continue the development of joint-up, organisation-wide policy lines stances To ensure LGBTYS is providing informative and useful position papers and briefings to inform wider policy decisions 	

Principal Responsibilities: <ul style="list-style-type: none"> To draft and submit timely and considered consultation responses on behalf of LGBTYS, in tandem with senior staff To write briefing papers for use internally, and for sharing with policy makers and parliamentarians To work closely with policy colleagues across the LGBT sector, including forming time-limited working groups and creating joint responses To map out and enact ways of working with policy colleagues outwith the LGBT sector, to further the scope of our work and bring attention to LGBTQ+ youth voice To lead on the creation of regular policy-related updates to be shared within the organisation To carry out continuous horizon scanning and scoping of relevant consultations and calls for evidence With others in the PPR team, to respond to requests regarding LGBT young people's participation, consultation and engagement, and identify opportunities for impact Maintain and build links with key decision makers including liaising with Scottish Government, MSPs and local government
Responsible Standards: <ul style="list-style-type: none"> To ensure that our work is of the highest possible quality and that it impacts positively not just on LGBTQ+ young people but on all arenas where they are present To demonstrate exemplary leadership internally, and be recognised as a good ambassador externally. To work in line with the principles, values and standards in community learning and development. To understand and abide by the policies of the organisation including Health and Safety, Equality, Diversity & Human Rights, Confidentiality, and Safeguarding. To carry out such other duties as agreed with the organisation.

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> Educated to degree level or equivalent experience in a relevant area 	<ul style="list-style-type: none"> Degree in Social Sciences, Politics, Policy, or a similar subject
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> At least two years' experience of policy or policy-related work, preferably in either the LGBTQ+ or youth sectors Experience of producing and presenting on reports and briefings for a range of audiences Knowledge and understanding of equalities issues and the issues affecting LGBTQ+ young people, particularly in Scotland Ability to take complicated matters, particularly those pertaining to human and LGBTQ+ rights, and present them in digestible ways Ability to work and think innovatively, envisioning novel ways of working, networks to be built, and solutions to problems Experience of working in partnership with a diverse range of external stakeholders, organisations and decisionmakers Ability to work in an empathetic young person-centred way Knowledge and understanding of safeguarding systems and processes Experience of using Microsoft Office applications. 	<ul style="list-style-type: none"> A keen understanding of youth participation in a policy space Experience of involving young people in projects as peer leaders and/or consulting with young people in non-extractive ways Project management skills Knowledge around policy levers within the Scottish context and how best to effect change through them

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ➔ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation ➔ Conscientious approach to meeting deadlines and delivery of work to meet organisational needs, the needs of young people and other stakeholders. In particular, the need to carefully plan adequate lead-in times for responses, including engagement with colleagues and young people ➔ Ability to effectively record and manage sensitive information
Personal effectiveness	<ul style="list-style-type: none"> ➔ Ability to articulately and confidently communication with others to convey key messages ➔ Ability to build and maintain effective relationships with colleagues and external stakeholders ➔ Comfortable and able to work with difficult situations
Young Person centred	<ul style="list-style-type: none"> ➔ Awareness and commitment to meaningful youth participation ➔ Awareness of issues which can affect young people's lives ➔ Ability to work in an empathetic young person-centred way ➔ Ability to prioritise issues relating to safeguarding
Working practices	<ul style="list-style-type: none"> ➔ Commitment to individual rights, equality, and anti-discriminatory practice