

JOB DESCRIPTION

POST: Policy Officer

DIVISION: Policy, Evidence and Impact

RESPONSIBLE TO: Policy Manager

SALARY: Grade C - £30,602 - £35,778

CONTRACT: Permanent

LOCATION: Edinburgh Office with hybrid working

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Diversity Equity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

Role Summary

This is an exciting opportunity to join the Policy, Evidence and Impact Team at Children First, to support the development and delivery of Children First's policy and influencing work by helping to research, monitor and analyse policy developments affecting children, young people and families in Scotland.

Working alongside the Policy Manager and closely with colleagues across the organisation this role will support the delivery of Children First's Strategic Priorities. The role will coordinate and support the development of briefings, consultation responses and policy submissions, helping ensure Children First's work is informed by evidence, lived experience and current legislation.

The postholder will help organise and support engagement activity with partners, policymakers, children and families, and provide coordination support across a range of policy and influencing projects linked to Children First's strategic priorities.

Key Results Areas

The Policy Officer will:

- Support Children First to monitor and analyse developments in policy, legislation, research and guidance relating to Children First's Strategic Priorities.
- Carry out desk-based research, summarise reports and evidence, and support the development of briefings for internal and external audiences, to help ensure governments keep their promises and track whether children and families feel the benefits.
- Co-ordinate and support the development of policy positions, briefings, consultation responses and evidence submissions, and represent Children First externally at meetings, conferences at events, as agreed with the Policy Manager.
- Offer proactive information and support to key roles across the organisation, including the Policy Manager and Chief Executive, to support the organisation to stay informed and connected with relevant policymakers, charities, public bodies and partners in line with Children First's Strategic Priorities.
- Support the organisation of meetings, roundtables, and events with partners, children and families, and elected representatives, and provide administrative support for external engagement, including preparing agendas, taking minutes, and following up on actions.

- Contribute to the wider work of the Policy, Evidence & Impact team by sharing insights, supporting planning processes, and helping coordinate project activities.
- Develop a strong understanding of the core issues affecting children and families, and policy solutions available to address these, including the Bairns Hoose model, Family Group Decision Making and Whole Family Support and online harm.
- Work with colleagues across the organisation, including the Data Analyst and Participation Lead, to ensure policy work is informed by good quality data, lived experience of children and families and service insights.
- Work to elevate and amplify the voices and experience of children, young people and their families, and connect them with audience and influence, supported by the Participation Lead and in line with the Lundy model of participation, to support policy submissions and influence campaigns.

What We're Looking For

You should demonstrate that you are:

- Determined to influence long-term change, grounded in the experiences of children, families and communities.
- Committed to making sure the voices of all children, young people and families involved in the work are heard.
- Able to communicate clearly and confidently, with a range of different audiences.
- Able to work collaboratively across teams and build positive professional relationships.
- Organised, and able to meet competing priorities with attention to detail and a commitment to delivering high quality work.

What You'll Get From Us

- A workplace with values of *with love, with purpose and with strength*
- 40 days annual leave, inclusive of bank holidays
- Pension scheme and wellbeing support
- Flexible and hybrid working arrangements
- Access to Westfield Health, giving colleagues and their families confidential counselling support, wellbeing resources, and access to health and lifestyle benefits to support physical and mental wellbeing.
- Blue Light card discount
- A *Fair Work* accredited workplace

Corporate Responsibility

- Be committed and adhere to Children First vision, mission and values.

- Comply with Children First Safeguarding policies and procedures.
- Comply with Children First Code of Conduct and any relevant professional standards relating to the role.
- Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- Actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- Observe all health and safety requirements.
- Work within and promote policies in relation to Diversity Equity and Inclusion and anti-discriminatory practices.
- Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
<ul style="list-style-type: none"> • Degree level standard of education. • Experience of analysing and understanding complex issues and information and sharing this in both writing and orally. • Experience of advocacy and campaign work to influence change. • Experience of supporting children and young people to share their views and contribute to decisions which affect them (Common Core ref: A4, A8) • Ability to work independently and proactively, as well as collaboratively in both an internal and external network. • Strong interpersonal skills, able to work with a range of different people. 	<ul style="list-style-type: none"> • Ability to communicate effectively, with a range of audiences. • High standard of oral, written and presentation skills. • An ability to work comfortably in a fast-paced environment, with understanding, adaptability and flexibility. • An ability to take complex information and communicate it to a range of audiences, depending on their needs. • An ability to develop and manage internal and external relationships with sensitivity and respect. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, CoPilot) and social media platforms. • Excellent attention to detail. 	<ul style="list-style-type: none"> • An understanding of children’s rights and the key issues facing children and families in Scotland today. • A developing understanding of the Scottish legislative and policy landscape, including the Scottish Parliament and the Scottish Government. 	<ul style="list-style-type: none"> • Motivated to contribute to meaningful change, with a clear commitment to improving the lives of children and families across Scotland. • Curious and confident in asking questions and offering careful critical analysis on complicated issues. • Committed to Children First vision and values. • Committed to ethical principles of participation. • Able and willing to travel as required to services and offices across the region. • Confident and able to form effective and credible relationships with all levels of staff 	<ul style="list-style-type: none"> • Aligned to Children First’s Values: • Determined and passionate in upholding the rights of children and young people. • Have the drive to elevate and amplify the voices of children, young people and families to inform and influence change. • Being courageous and resilient in ensuring that the voices of children, young people and families are heard.

	<ul style="list-style-type: none">• Effective time management skills and ability to meet competing deadlines.			
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