

Policy Officer | April 2026

Candidate Pack

Introduction

Thank you for your interest in the Policy Officer Post at the Scottish Independent Advocacy Alliance (SIAA).

If you require this application pack or the additional documents in another format, please contact Meghana Brandl at meghana@siaa.org.uk. Please also let us know if you require adjustments to the application process to enable you to apply for the post.

Our small team are keen to develop a creative and innovative staff team and believe that diversity in the workforce can help us achieve this. We offer flexible and family friendly working patterns for all staff from day one. We welcome applications from all communities and groups. Disabled people who meet the essential requirements in our person specification will be guaranteed an interview.

Recruitment Process

The recruitment pack outlines the key information about the job details, job description, and person specification, as well as the selection process and timelines you can expect.

You should also have:

- The application form.
- The [diversity and equal opportunities monitoring link](#)
- Privacy Statement.

Please note we do not accept CVs and require all applicants to fill out the application form by evidencing they meet the essential criteria. We require all applications to be typed and do not accept handwritten applications. This is to ensure the applications are in an accessible format for the shortlisting and interview panel.

Applicants for the post will be shortlisted by a panel of three selected from the Board of Directors, SIAA Management Staff or an external agency. Each panel member will independently match the information given on the application form against the person

specification. They will be looking to see that the applicant can evidence their skills, knowledge, and experience by giving practical examples. We will accept examples from volunteering and the personal lives of applicants.

The non-identifiable equality and diversity monitoring form will not be provided to the shortlisting or interview panel and will be solely used to assess and improve our diversity and inclusion within the staff team.

The shortlisting and interview panel will not have access to Section A of the application form, except for the Administrator, who will provide administrative support for recruitment purposes. The panel will review only Section B of the application, with applicants identified using non-identifiable codes. Once an applicant is shortlisted and agrees to an interview, the panel will gain access to the applicant's name solely for interview purposes. The interview panel will consist of three members, selected from the Board of Directors, SIAA Management Staff, or an external agency.

Timeline of application process

Please ensure that your completed application with the subject line – **recruitment confidential** is sent to meghana@siaa.org.uk by the deadline of **9am Friday, 31 July 2026**. We aim to contact short-listed applicants on **Friday, 14 August 2026** therefore please ensure that your application includes an email where you can be contacted.

Interviews will take place via Video Conference on the week beginning **24 August 2026** at a suitable time for the applicant and the interview panel.

Background

What is Independent Advocacy

[Independent advocacy](#) is about speaking up for, and standing alongside individuals or groups, and not being influenced by the views of others. Fundamentally it is about everyone having the right to a voice addressing barriers and imbalances of power, and ensuring that an [individual's human rights](#) are recognised, respected, and secured.

The Scottish Independent Advocacy Alliance

The [Scottish Independent Advocacy Alliance \(SIAA\)](#) is a membership organisation, set up in 2002, to promote, support and advocate for independent advocacy across Scotland. SIAA's vision is a Scotland where independent advocacy is available to strengthen everyone's voices. Our aim is to actively influence, support and maintain high quality independent advocacy which uphold people's human rights. Read more about [how SIAA advocates for independent advocacy](#).

SIAA provides support for SIAA member organisations and groups and raises awareness and understanding of independent advocacy across Scotland. SIAA is funded by the Scottish Government Advocacy, Access and Models of Care Unit.

Our current strategic goals are:

- Relationship building
- Growing sustainable grassroots independent advocacy
- Evidencing quality
- Promoting and safeguarding independent advocacy

The Policy Officer will hold a pivotal role within SIAA, offering an exciting opportunity to contribute to our vision: ensuring that independent advocacy is accessible to everyone who needs it and maintaining the highest possible standards for its delivery.

More information about the work of SIAA is available on www.siaa.org.uk.

Job Description & Person Specification

Job title	Policy Officer
Position Type	Part Time
Starting Salary	£30,408 (pro rata £18,245)
Location	Options for blended office/home working
Responsible to	Depute Chief Executive Officer
Contract	21 hours (0.6 FTE) per week fixed for one year
Staff Benefits	Employee Assistance Programme
Annual Leave	40 days per annum including public holidays (pro rata)
Pension	3% employee contribution 5% employer contribution

Job description

Job purpose

To contribute to SIAA's work to promote and protect people's human rights by strengthening the understanding, practice and impact of independent advocacy in Scotland. The postholder will work on specific policy and advocacy priorities and respond to legislative, policy and practice developments that affect independent advocacy, human rights, and people who rely on independent advocacy.

Values & principles

The Scottish Independent Advocacy Alliance requires that every member of staff be committed to promoting the values of inclusion, social justice, and equality of opportunity.

Main responsibilities

Your key responsibilities will be:

Policy Development and Evidence

- Work on allocated policy priorities within SIAA's strategic plan.
- Develop clear policy positions, grounded in evidence and the independent advocacy sector's experience.
- Monitor, analyse and respond to relevant Scottish legislation, government proposals, consultations, and national strategies.
- Identify trends and issues affecting independent advocacy across Scotland, using data, case studies and practice experience to inform policy recommendations.
- Contribute to research projects and reports that strengthen the evidence base for independent advocacy.

Build Stronger Sector Voice and Stakeholder Influence

- Collaborate with the SIAA team, our member organisations and wider stakeholders to gather insight, evidence and expertise to shape and inform SIAA's policy priorities.
- Ensure people who use independent advocacy are meaningfully represented in policy development where appropriate.
- Represent SIAA and build constructive relationships with key stakeholders including MSPs, Scottish Government officials, and third sector partners through meetings, working groups, events and external forums.
- Produce clear, accessible materials for diverse audiences, including briefings, reports, consultation responses, and website content.

Collaboration and Organisational Contribution

- Work closely with the SIAA staff team to support cross organisational projects and strategic priorities.
- Contribute to planning, strategy development and reporting.
- Uphold and promote SIAA's values, particularly the central importance of independent advocacy and human rights.

Other duties

This job description is a broad picture of the post at the date of presentation. It is not an exhaustive list of duties, and it is recognised that posts change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that is necessary to fulfil the purpose of this post.

Person Specification

The post holder will have the following attributes:

Experience/Skills	Essential	Desirable
Experience in policy, research, human rights, social justice, or a related field.	x	
Experience analysing legislation, policy proposals or consultation documents.		x
Experience producing clear, accessible written materials. (e.g., briefings, reports, consultation responses)	x	
Strong communication skills with the ability to explain complex information clearly and accessibly to diverse audiences, both verbally and in writing, with attention to accuracy.	x	
Strong analytical skills, with the ability to interpret evidence and identify key issues.	x	
Strong organisational and project management skills, with the ability to balance multiple priorities.	x	
Ability to build positive, constructive relationships with colleagues and external partners.	x	
Ability to work independently and as part of a small, collaborative team.	x	
Experience working directly with independent advocacy organisations or similar rights-based services.		x
Experience supporting national campaigns or influencing work.		x
Experience representing an organisation and engaging with diverse stakeholders including third sector organisations, government officials, working groups and networks		x
Experience gathering and incorporating evidence from people experiencing barriers to realising their human rights to inform policy and/or research.		x
Knowledge/Understanding		
An understanding of disability issues and social inclusion	x	
Understanding of independent advocacy and its role in protecting people's rights.	x	
Knowledge of Scotland's political and policy landscape, including how laws and policies are developed.	x	
Understanding of the funding and operational challenges faced by independent advocacy organisations.		x
Knowledge of key policy areas relevant to independent advocacy (e.g., social care, adult support and protection,		x

mental health, children's rights, disability rights, or equalities).		
Personal Qualities		
Confidence	x	
Approachable	x	
A commitment to equality and justice	x	
Reliable	x	
Good team member	x	

Please note: We happily accept experience and knowledge gained through study, voluntary work, and/or lived experience.