



Policy & Participation Officer

Job Description

Together – Scottish Alliance for Children's Rights

Hours:	Fulltime (35 hours/week)
Salary:	£ 29,047 - £31,904
Location:	Temporarily remote, otherwise central Edinburgh
Duration:	12 months with commitment to extension subject to funding
Reports to:	Legal & Policy Manager

Purpose

The Policy and Participation Officer plays a crucial role in advancing Together's mission to ensure that all babies, children, and young people in Scotland have their human rights respected, protected, and fulfilled. This role supports the Legal and Policy Manager by enhancing policy development and ensuring robust participation of babies, children, and young people in all aspects of Together's work. The Officer will assist in policy advocacy, engage in public affairs, and strengthen the engagement of babies, children and young people in Together's activities, including the Rights Detectives.

Main duties and responsibilities

Policy development and analysis:

- Support the strategic planning, drafting and implementation of Together's annual State of Children's Rights report and the #RightsOnTrack programme.
- Monitor developments and recommendations from UN treaty bodies, aligning these with evidence from babies, children, young people, and Together members to inform policy analysis and advocacy.
- Draft responses to relevant Scottish/UK Government and Parliament consultations, using insights from Together's research and reports.
- Develop and refine policy briefings for a range of stakeholders, ensuring materials are comprehensive, accessible, and aligned with Together's strategic priorities.
- Collaborate with the Legal and Policy Manager to maintain and expand policy materials that are accessible and engaging for all audiences, including non-legal stakeholders.

Participation and engagement:

- Lead desk-based research that ensures babies, children, and young people's views are at the heart of Together's policy and advocacy.
- Support the development of participation projects like the Rights Detectives, to facilitate babies, children and young people's active involvement and meaningful engagement.

Member and partner engagement:

- Facilitate collaboration with members and wider children's organisations, seeking opportunities to amplify the impact of Together's policy work and campaigns.
- Support partnership activities with sister organisations across the UK, Europe and internationally, enhancing collaborative efforts towards shared objectives.

Public affairs and communication:

- Provide support for the Legal and Policy Manager with public affairs tasks, including the preparation of briefings, press releases, and public statements.
- Work with the Membership and Social Media Officer to coordinate strategies to enhance Together's social media presence and engage a wider audience, ensuring communications are clear, effective, and aligned with Together's strategic objectives and advocacy goals.

Operational support:

- Support the Legal and Policy Manager in policy meetings and events, including chairing, scheduling, minute-taking, and coordinating follow-up actions as necessary and chairing in the Manager's absence.
- Actively engage in team meetings, offering policy and communications insights that contribute to Together's strategic direction.
- Assist in the development and submission of funding proposals related to policy initiatives, ensuring they reflect Together's strategic priorities and objectives.

Person specification

- *Understanding of children's rights:* A foundational understanding of children's human rights, including the UNCRC, and an awareness of the landscape of advocacy organisations.
- *Analytical skills:* Ability to undertake in-depth analysis of legislation and policy proposals with accuracy and attention to detail.
- *Participation expertise:* Demonstrable skills in engaging babies, children, and/or young people in advocacy or participation activities
- *Communication skills:* Strong written and verbal communication skills, capable of presenting complex ideas in a clear, accessible manner.
- *Collaborative working:* Proven ability to work well within a team setting and to build productive relationships with a diverse range of stakeholders.
- *Initiative and adaptability:* Self-motivated, with the ability to take initiative on tasks and adapt to changing priorities and workloads.
- *IT proficiency:* Good knowledge of current online communications media and proficiency in using Microsoft Office applications and online meeting platforms like Zoom and Teams.

Desirable:

- *Policy and research experience:* Experience in supporting the analysis of public policy issues and conducting research within the children's and/or human rights sector.
- *Engagement with children and young people:* Experience of engaging with babies, children and/or young people in a manner that supports their participation and influences change.
- *Understanding of policy development:* A sound knowledge of Scottish public policy development processes and the international human rights system.

Support:

- Comprehensive induction to the role, including an overview of Together, our mission and strategic priorities.
- Regular team meetings and supervision sessions to support personal and professional development.
- Access to ongoing training and development opportunities relevant to the role and the broader field of children's rights.

In line with Together's Child Protection and Safeguarding Policy, all employees have to undergo appropriate Disclosure and Protection of Vulnerable Groups (PVG) checks, including for suitability.

Summary terms and conditions of employment

Annual leave:	Full time staff are entitled to 25 days annual leave plus 9 public holidays. This will be adjusted for part-time hours.
Pension:	Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.
Probation:	The post is subject to a 3-month probationary period. Following successful completion of the probationary period the notice period will be 1 month.
Sick pay:	Employees are entitled to 1 month's full pay and 1 month's half pay within any 12-month period. In the first year of employment, this entitlement is pro rata to their length of service.
Right to work:	Applicants must have the right to work in the UK. Proof of right to work will be required at interview.

About Together

Together (Scottish Alliance for Children's Rights) has a vision of Scotland becoming a place where all babies, children and young people can grow up in an atmosphere of happiness, love and understanding. To achieve this, we work with our membership to take action to ensure that babies, children and young people growing up in Scotland have all their human rights respected, protected, and fulfilled, all the time. Our three strategic priorities reflect a holistic approach to achieving our mission, focusing on proactive measures, responsive actions, and building the strength of the children's rights community to ensure the rights of every baby, child and young person in Scotland. Together is at the forefront of influencing policy, enhancing understanding, and ensuring the integration of children's rights across all aspects of life in Scotland, making us a pivotal voice and authority on children's rights.

Our values

- *Courageous:* We are independent, and we challenge when we need to. We always stand up for children's human rights.
- *Collaborative:* We involve, engage, and consult our members, children and young people, parents and carers. We are representative, open, and transparent in all we do.
- *Constructive:* We do things in a respectful way. We support all those we work with and for to reach their full potential.
- *Inclusive:* We actively enable everyone to participate equally and with dignity, especially those babies, children and young people whose rights are most at risk.
- *Creative:* We bring fun and creativity to everything we do, embracing imaginative and innovative thinking.