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## Legal and Policy Manager (sabbatical cover – six-month secondment) Role Description

Together – Scottish Alliance for Children's Rights

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<b>Hours:</b>	Part-time (14-21 hours/week, with flexibility for the right candidate)
<b>Salary:</b>	£38,474-£41,714 pro rata, depending on experience
<b>Location:</b>	Temporarily remote, otherwise central Edinburgh
<b>Duration:</b>	Fixed term (secondment)
<b>Reports to:</b>	Director

### Purpose

Together is seeking a dedicated and experienced Legal and Policy Manager to provide six-month sabbatical cover on a part-time basis. This is a unique opportunity to maintain the momentum of our legal and policy work, and may particularly suit someone currently working for one of our member organisations.

The Legal and Policy Manager is instrumental in driving forward Together's legal and policy agenda in line with the UNCRC and wider human rights frameworks. Leading the Policy Team, this role entails a strategic blend of advocacy, research, and collaborative leadership to influence legal and policy reform, both domestically and internationally. With a deep commitment to children's rights, the Legal and Policy Manager leads by example, managing programmes and initiatives that embed children's rights into law, policy, and practice, thereby effecting significant strategic change.

The focus of this fixed term role is to support the existing team in delivering their workplan, ensuring that Together's legal and policy outputs continue to progress smoothly. The role will focus on maintaining core activities, providing oversight, and offering support and mentorship to the Policy Team.

The successful candidate will play a critical role in ensuring continuity, supporting ongoing projects, supporting team members' development, and keeping Together's work aligned with our mission and strategic priorities as set out in our [Strategic Plan 2024-32](#).

The sabbatical period is from the beginning of May until the end of October. However, we anticipate that this role will commence around 28<sup>th</sup> April and end around 7<sup>th</sup> November to allow a period of handover either side with the current postholder. We can be flexible on hours for the right candidate but expect this to be in the region of 14-21 hours/week.

### Main duties and responsibilities

#### Legal and policy leadership:

- Provide oversight and guidance on Together's legal and policy work, ensuring ongoing projects are delivered in line with Together's strategic priorities.
- Lead in the formulation of responses to Scottish, UK Government and international consultations, using insights from Together's State of Children's Rights reports, Rights Detectives, the UNCRC, its Optional Protocols, General Comments, and other international human rights instruments.
- Support Together members to engage in key Scottish Government initiatives, including the development of the Children's Rights Scheme and review of Child Rights and Wellbeing Impact Assessments (CRIA).
- Maintain the momentum of Together's advocacy efforts, including the #RightsOnTrack programme, to further Together's strategic priorities locally, nationally and internationally.

#### **Research and policy development:**

- Oversee key research projects to inform policy recommendations, ensuring alignment with Together's strategic priorities and the broader policy context.
- Guide the analysis of data and insights from Together's membership to support policy objectives and maintain relevance in the evolving policy landscape.

#### **Producing policy materials and communications:**

- Oversee and provide input on the creation of reports, briefing papers, consultation responses, and other documents that communicate Together's policy positions.
- Provide editorial oversight of Together's fortnightly e-newsletter, produced by the Policy Team.

#### **Engagement with stakeholders:**

- Maintain and enhance Together's relationships with strategic allies, including Scottish and UK Governments, international organisations, and NGOs.
- Support engagement with stakeholders to ensure continuity in capacity-building efforts that embed children's rights across legislation, policy and practice.

#### **Operational and team leadership:**

- Provide line management support to the Policy and Public Affairs Assistant, and Policy and Communications Intern, ensuring they receive appropriate guidance and opportunities to develop during this period.
- Identify and champion organisational development opportunities, in collaboration with the Director and Trustees, to realise effective changes.
- Ensure robust monitoring, evaluation, and reporting mechanisms are in place and kept up to date for all Policy Team work.

#### **Additional duties:**

- Support the development of funding proposals, aligning with Together's strategic priorities and organisational needs. Contribute to team cohesion through regular meetings, supporting the overall administration, efficiency, and development of Together.
- Undertake additional tasks as required, adapting to the evolving needs of Together and our mission.

## Person specification

### Essential:

- *Passion for children's rights and advocacy:* Demonstrated commitment to advancing the rights of children and young people, underpinned by a thorough understanding of the UNCRC and its implementation in law, policy and practice.
- *Legal and policy expertise:* An excellent understanding of children's human rights law and the UNCRC, complemented by proficient legal analytical skills to scrutinise legislation, policy proposals, and legal decisions.
- *Supporting and mentoring staff:* proven ability to support, mentor and develop team members, fostering a positive and collaborative working environment while ensuring that staff are equipped to achieve their goals.
- *Leadership and programme management:* Proven experience in leading initiatives, with exceptional programme management skills to oversee diverse projects, from concept through to evaluation, and support team members to deliver on strategic objectives.
- *Advocacy and strategic change:* A solid understanding of the methods by which advocacy organisations effect change, and the ability to apply this understanding in a strategic manner to advance Together's strategic priorities.
- *Communication skills:* Exceptional written and verbal communication abilities, with the skill to articulate complex legal arguments and principles clearly to a non-legal audience, including children and young people.
- *Research and analysis:* Demonstrated experience in analysing public policy issues within the children's and/or human rights sector and conducting related research.
- *Collaborative working:* Proven ability to build effective relationships and work collaboratively across diverse groups and organisations.

### Desirable:

- *Public policy and parliamentary processes:* Understanding of Scottish, UK, and European public policy development and parliamentary processes, including knowledge of international and regional human rights monitoring and enforcement bodies.
- *Membership experience:* Experience working within a membership-based organisation, particularly in roles that involve supporting children and young people to influence change.

### Support:

- Comprehensive induction to the role, including an overview of Together, our mission and strategic priorities.
- Regular support and strategic guidance from the Director, ensuring alignment with Together's mission and strategic priorities.
- Ongoing professional development opportunities tailored to enhance legal expertise, advocacy skills, and leadership capabilities.

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 1-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.
Other:	Whilst remote working is in place, this post is entitled to £65/month working from home allowance (taxable). This will be adjusted for part time hours.

## 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.