



Human Rights Consortium Scotland: Senior Policy Officer - Job Description and Person Specification

Hours: 35 hours per week (flexible working available such as varied or reduced hours. Please contact us to discuss)

Pay: £33,787 (pay scales are currently in development)

Pension: 9% employer pension contribution

Annual leave: 28 days a year annual leave (as well as 4 days during the Christmas/New Year period when the office closes down).

Location: Can be homeworking with periodic travel to meetings/events, or based in our Edinburgh office space within Amnesty International office at 66 Hanover Street, Edinburgh EH2 1EL

About us

The Human Rights Consortium Scotland is Scotland's civil society network to protect human rights. We work towards two goals: to be a strong collective civil society voice on human rights, and to make sure that Scottish civil society organisations have all the resources and understanding that they need to protect human rights through their work.

After being 'incubated' by Amnesty International, the Consortium became a standalone organisation in 2020. Now in a period of steep growth in membership, reputation and activity, this is an exciting time to join this young organisation.

We work in partnership with our 160+ member organisations, whether to share information and understanding, hold events, commission research, joint reports, media or submissions - whatever works best - to advocate for the respect, protection and fulfilment of human rights in Scotland.

Job description

Purpose of role

- To enable a strong civil society voice on key areas of human rights, to bring change in law, policy and practice that better protects and realises human rights for people in Scotland.
- To support the Director in the delivery of the strategic priorities as defined by the Board and outlined in the strategic plan.
- The initial focus for the post-holder will be working on access to justice and engagement around human rights law developments. Further priority issues will be identified on an ongoing basis with the HRCS Director.

The Senior Policy Officer will support the Director and work with other members of the Consortium team to develop the organisation's policy influencing work, including to:

- Research, analyse and monitor current law and policy and its implementation related to human rights to identify gaps, concerns and influencing priorities.
- Provide day-to-day policy support to the Consortium Director.
- Research and write high quality policy reports, submissions and position statements aimed at a range of audiences, including politicians and civil society organisations, and in a variety of mediums.
- Develop in-depth knowledge and understanding of key areas of law and policy related to human rights, and work with the Director to design project plans to influence around these. This will initially include access to justice and engagement around human rights law developments.
- Work in partnership with Consortium member organisations to bring their voices and experiences, and those of their members and networks, to human rights developments.
- Use a variety of communication methods to influence policy debate and development.
- Represent the Consortium at public meetings, conferences, seminars, and external events
- Deputising for the Director where required
- Contribute to the design and deliverer of accessible and engaging policy participation and other meetings and events around human rights issues
- Contribute to funding bids and reports, gathering and collating evidence as required.
- Build and develop effective networks and relationships to widen and deepen the Consortium's engagement and influence, including across civil society and government.

Person specification

Knowledge and understanding

Essential:

- Knowledge and understanding of developments, gaps and issues related to protection of human rights in Scotland
- Knowledge and understanding of Scottish policy landscape, political environment and decision making structures
- Knowledge and understanding of what is required to ensure accessibility, equality and non-discrimination in delivering programmes of work

Desirable:

- Knowledge and understanding of international human rights law
- Knowledge and understanding of policy, developments and issues related to access to justice
- Knowledge and understanding of UK level policy landscape

Experience

Essential:

- At least 3 years' experience in a policy influencing role or similar
- Experience of successful partnership working with civil society organisations
- Experience of facilitating participation in law or policy-related discussion or decision-making
- Experience of in-depth law and policy research, monitoring and analysis
- Experience of writing excellent policy-related reports, submissions and information for a wide variety of audiences
- Experience of building excellent networks with a wide range of stakeholders, including government
- Experience of delivering formal presentations and speaking at events and conferences
- Experience of using a variety of communication methods for policy influencing, including social media

Desirable:

- Experience of influencing the development of legislation at Holyrood or Westminster
- Lived experience of speaking up about rights infringements including discrimination, or campaigning/working for law or policy change
- Experience of managing budgets

Skills and abilities

Essential:

- Creative event planning and design skills
- Excellent oral and written communication skills with complex ideas communicated simply and accessibly
- Ability to initiate and develop influencing priorities and project plans
- Excellent interpersonal and teamworking skills
- Ability to organise and manage own workload and ensure that deadlines are met, but also take direction as required
- Good attention to detail and accuracy
- Good IT skills including MS Office, Zoom, and online facilitation tools
- Ability to apply problem solving skills to meet project outcomes

Desirable:

- Proficiency in a language additional to English e.g. BSL, Polish

Values and approach

Essential:

- A demonstrable attitude of continual learning and reflection, that impacts approach to work
- A flexible and collaborative approach, and commitment to the values of partnership working
- A passionate commitment to taking a human rights-based approach, including equality, non-discrimination and participation
- Courage and determination to work for lasting change

The application form and Equal Opportunities Monitoring Form should be completed and emailed by 12 noon on 27th May 2022 to recruitmentHRCScotland@gmail.com

Interviews will be held by Zoom on 16th and 17th June 2022.