



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

Floor 3, 94 Bath Street
Glasgow
G2 6PH
0141 353 0440

Post	Policy and Parliamentary Officer
Salary	£30,814, per annum plus 6% pension (pro-rata)
Duration	12 months (with likely extension)
Hours	28 hours per week
Location	Glasgow, (home working until further notice)
Line Manager	Policy and Campaigns Manager

JOB PURPOSE

To support the development of the Poverty Alliance's policy positions across a range of poverty related areas and to ensure that our policy positions reflect key concerns of our members and of people experiencing poverty. Additionally, to contribute to the drafting of policy related outputs including consultation responses, briefings, position papers etc. Furthermore, the Policy and Parliamentary Officer will play a leading role in ensuring that the Poverty Alliance's policy positions are well known amongst policy makers and politicians, both at a local and national level, and are translated into policy action.

JOB BACKGROUND

The Poverty Alliance acts as the national anti-poverty network in Scotland, with a membership base including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others. The Scottish Government, local authorities and charitable trusts financially support us to carry out our work, alongside our members.

Set up in 1992, the Poverty Alliance has a long track record in working with individuals and communities facing poverty both to take action against poverty themselves as well as to have an influence over the solutions to poverty and social exclusion. In recent years we have increasingly sought to 'convert' this grassroots engagement work into clearer policy positions and to support the lobbying and influencing work of the Poverty Alliance. The Policy and Parliamentary Officer will enhance the Alliance's capacity to intervene effectively in key policy areas and to lobby for change.

The Policy and Parliamentary Officer will support the continued development of the advocacy work carried out by the Poverty Alliance in recent years. This includes

extensive influencing work on Scottish social security and child poverty legislation, and our partnership work to influence responses to food insecurity, as well as our work through campaigns such as our *Challenge Poverty Week* initiative, practice change and policy development activity on the real Living Wage and fair work. This position will play an important role in ensuring that the Poverty Alliance continues to be heard and to influence the development of social, economic and environmental justice policy at local and national levels in Scotland.

Alongside working with the Policy and Campaigns Manager on policy development and influencing, this position will also work closely with the Campaigns Officer to contribute to our campaigning activities. Our campaigning activity has and will continue to cover issues such as in-work poverty, social security and public services.

JOB DESCRIPTION

Key Responsibilities are:

- 1. To support the development of Poverty Alliance policy activities**
- 2. Contributing to a range of policy papers and outputs**
- 3. Engaging with key policy stakeholders in local and national government and across civil society in support of Poverty Alliance policy positions**

Detailed responsibilities:

- 1. Support the development of Poverty Alliance policy activities:**
 - To contribute to the development of the Poverty Alliance's policy and campaigns activity, in line with the strategic direction set by the Poverty Alliance Board and membership.
 - To contribute to the implementation of key Poverty Alliance initiatives and projects including *Get Heard Scotland* and *Challenge Poverty Week*.
 - To work with colleagues across the Poverty Alliance to ensure consistent policy learning and implementation.
 - To contribute to the monitoring and evaluation of the Poverty Alliance's policy impact.
- 2. Contributing to a range of policy papers and outputs**
 - To draft responses to policy consultations.
 - To produce a range of briefings, position papers, etc based on evidence drawn from Poverty Alliance members
 - Support the production of key Poverty Alliance publications including the Scottish Anti-Poverty Review, manifestos, etc.
 - To work with colleagues in the Policy and Campaigns team to ensure the effective communication of Poverty Alliance policy positions.

3. Engaging with key policy stakeholders in local and national government and across civil society in support of Poverty Alliance policy positions

- To work with the Policy and Campaigns Manager to maintain relationships with stakeholders in key policy areas, including with politicians (MSPs, MPs, local councillors), government officials, local authority officials.
- To maintain relationships with organisations across civil society, including Poverty Alliance members, to ensure that our policy positions and campaigning goals are effectively coordinated.
- To support Poverty Alliance engagement with key Scottish civil society campaigns to ensure Poverty Alliance policy positions are shared.

General

- To contribute to staff team meetings and planning processes as required.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- To carry out other tasks and duties as required by the Policy and Parliamentary Officer

PERSON SPECIFICATION

Essential Experience

- Experience in a policy and/or public affairs environment operating at the national level.
- Experience of developing relationships and networks to influence social justice policy at the local or national level.
- Experience of working in fast paced environment, and able to work under own direction.
- Demonstrable experience of applying effective problem-solving techniques when the situation demands.

Essential Knowledge and skills

- Excellent understanding of the poverty related social policy landscape (including but not limited to social security, employment, health inequalities, housing, public services, democratic participation) and its application in practice in Scotland.
- Excellent understanding of the Scottish and UK political and parliamentary landscape and processes.
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences.

- Good analytical problem-solving skills.
- Demonstrable commitment to collaborative team work.
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Excellent interpersonal skills, and ability to influence/persuade a wide range of stakeholders.
- Excellent organisational and workload management skills.
- IT skills, in particular MS Teams, SharePoint, Zoom.

Desirable Criteria

- Experience of working alongside people with experience of poverty.
- Educated to Degree level, or equivalent, in appropriate discipline e.g. Social Sciences.
- A sound understanding of Scottish civil society organisations including the voluntary and community sectors, trade unions, faith groups, etc.