

JOB DESCRIPTION

Job Title	Policy and Public Affairs Officer
Department	Scotland
Reporting to	Policy and Public Affairs Manager (Scotland)
Line Manages	n/a
DBS/BD/PVG:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Location	Home based with travel (mainly Glasgow/Edinburgh)

About Independent Age

Independent Age is a national charity providing support for older people facing financial hardship. We offer free and impartial advice and information, grants for community organisations, and connection services. In addition, we use the knowledge and understanding gained from our frontline services to highlight the issues experienced by older people who are facing financial insecurity.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.

- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- commit to setting minimum target indicators for diversity and regularly review progress.
- collect data to enable us to track our progress.
- be publicly accountable and transparent about our progress.
- use our influence to proactively champion the principles of EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

Job Purpose

The Policy and Public Affairs Officer is central to supporting the charity's policy and influencing work in Scotland, helping ensure our influencing work delivers the maximum possible impact for older people facing financial hardship.

The postholder will work with the Scotland Policy and Public Affairs Manager to drive forward our policy and influencing work – through policy development and influencing activity – to make a real difference to the lives of older people in poverty and facing financial hardship. The postholder will also work closely with the central Policy & Influencing team to provide Scottish insight and ensure the issues being experienced by older people in Scotland are represented in Westminster-focused policy and influencing work.

Key Responsibilities

- Develop policy activity, research and analysis to influence change in Scotland on key areas of work for Independent Age.
- Write detailed, engaging and accessible policy content for reports, briefings, consultation responses, blogs and social media.
- Conduct qualitative and quantitative research tasks to help build up our evidence base on older people's experiences, sourcing and analysing relevant data and speaking to older people directly to ensure their experience informs activity.
- Support the charity to build effective relationships with Scottish parliamentarians and their staff, senior civil servants, political party staff, special advisers and, including attending meetings and coordinating parliamentary and political events.
- Identify opportunities to get Independent Age's policy calls addressed in legislation, debates, questions and other parliamentary mechanisms that affect people in later life.
- Represent the charity at internal and external meetings and events to promote the charity's key policy calls.
- Provide regular updates, summaries and analysis of policy developments and how they affect older people facing financial hardship.

General Responsibilities

- Undertake any other duties commensurate with the level of the role.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.

PERSON SPECIFICATION

- Experience conducting research, gathering evidence and data analysis.
- Experience developing evidence-based policy positions.
- Experience of contributing to the delivery of strategies to influence legislation or government policy.
- Experience of building and maintaining stakeholder relationships.
- An understanding of how policy, public affairs and campaigning interact to make positive change happen, including an interest in politics and a good understanding of the Scottish political landscape.
- Proven ability to tailor written language to different audiences when writing briefings, consultation responses, and reports.
- Experience of involving people who are affected by an issue in policy and research activity.
- Good communication skills, with the ability to speak with people at all levels in person, by phone and email.
- Proven ability to work independently and meet deadlines on concurrent tasks.
- Strong IT skills including use of Microsoft Office packages.
- A demonstrable passion for, and affinity with, our cause and an understanding of the issues faced by older people.
- Experience of working on issues around poverty is desirable, including social security, housing and cost of living.