

## Policy Officer (1 year post)

### Job Description

**Salary:** £25,461.65

**Pension:** 8% employer contribution

**Hours:** Up to 35 hours / week – hours negotiable

**Leave entitlement:** 38 days (including public holidays)

**Location:** 10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ (home-based while COVID-19 lockdown measures are in place)

**Responsible to:** The Executive Director

**This post is funded for one year and it is not expected to be extended.**

### Purpose:

To work within a team advocating for policymaking that advances women's equality by researching and writing briefings and consultation responses. To engage with MSPs, staff, and committees to make sure that gender matters in the Scottish Parliament.

To work with communications and engagement colleagues to make sure our members and stakeholders are up to speed with the critical issues around women's equality, and that women's voices are heard wherever policy is made.

### Specific duties

- Analyse government and public policy and produce 'gender edits' of key large policy and political documents.
- Produce research and writing for consultation responses, parliamentary briefings and advocacy materials aimed at a range of audiences, including for Engender's blog and social media platforms.



- Maintain Engender’s presence in policy networks within Scotland, and engage with civil servants and other key stakeholders with regards to Engender’s policy work.
- Work with the Engender communications and engagement team to engage with communities of interest, third sector organisations and other stakeholders to ensure that our policy analysis reflects women’s lived experience, including experts on sexual harassment for a funded project.
- Work closely with the Executive Director and policy colleagues on research and information gathering to inform Engender’s advocacy and policy priorities.

## Person specification

### Essential

- Experience of producing policy analysis and/or briefing materials for policymakers, parliamentarians, or third sector organisations.
- Experience of working in the Scottish political context to influence change, including some engagement with Scottish parliamentarians, and/or Scottish Parliament committees and staff.
- Solid understanding of intersectional feminist analysis and its application to public policy.
- Clear writing style, and ability to communicate complex issues simply.
- Verbal communication skills, including delivering presentations.
- A strong commitment to equality and human rights.
- Experience working in a small team, including on individual and collaborative projects.

### Desirable

- Experience in writing for a range of audiences in a variety of styles from academic to informal.
- Experience of using social media in a policy and advocacy context.
- Experience of participatory policy development processes and research methods.

