



# Role Profile Policy and Public Affairs Officer (Scotland)

## Role Details:

<b>Department:</b>	Engagement and Influence	<b>Team:</b>	Policy and Campaigns
<b>Reports to:</b>	Head of Policy and Campaigns	<b>Responsible for:</b>	None
<b>Contract:</b>	Permanent	<b>Hours:</b>	FT, 35 hours
<b>Salary Range:<sup>1</sup></b> (+ London weighting added if eligible)	£27,953 -£33, 130	<b>Salary Band:</b>	H
<b>Base Location:</b> (London, Cardiff, Belfast, Glasgow or home)	Glasgow - Hybrid	<b>DBS Check Required?</b>	N
<b>Budget Holder?</b>	N	<b>Policy Owner?</b>	N

## Core Purpose:

To work within the Policy and Campaigns team to deliver The Fostering Network's campaign and policy objectives in Scotland.

## Primary Objectives:

- To influence policy and conduct campaigns to achieve The Fostering Network's policy and campaign priorities across the UK, with a specific focus on Scotland.
- To research, analyse and gather evidence, and report on findings using evidence from the organisation's practice base and using members to inform the development of policy and campaigns on foster care and children's social care and produce high quality written outputs on these.
- To ensure the organisation is kept up to date with policy and research developments affecting foster care and children's social care.

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<sup>1</sup> Please note our policy is to offer at the bottom of the salary band for new starters.

## **Responsibilities:**

### **Policy, influencing and research**

- Develop evidence based policy positions and solutions to influence UK policy, legislation and practice to improve foster care at a national and local level.
- Act as a source of expertise on fostering and children's social care policy and provide policy advice, input and support to staff.
- Lead on developing and carrying out high quality research, surveys and analysis of fostering services, foster carers and other stakeholders views to ensure that The Fostering Network's positions, campaigns and reports are evidence based/informed.
- Draft briefings, responses to government and parliamentary consultations and reports to influence policy, practice and legislation.
- Produce content for the organisation's communications channels – website, social media channels, newsletters and magazine to inform the organisation's members and to influence policy and engage the media.

### **Stakeholder engagement, participation and public affairs**

- Develop and engage with a network of campaigners who support and work with The Fostering Network to help achieve its campaign priorities.
- Develop and maintain relationships of key importance to the organisation with charity and regulatory stakeholders, Government officials and parliamentarians in Scotland to achieve our campaign priorities.
- Represent the organisation on key groups, influencing coalitions and Government and research advisory boards.
- Plan, organise and run events to influence policy and gather research such as roundtables, focus groups and parliamentary events.
- Through close working with the relevant teams across the organisation, ensure the organisation's campaign priorities and policy positions are informed by its members, evidence from its practice base and its foster carer and/or children and young people's advisory boards.
- Work with the Participation Officer Scotland to support the Young People's Advisory Board to campaign and influence policy.

### **Team Working:**

- Work closely with the Policy and Campaigns team/Influence and Engagement Directorate to ensure that plans and priorities align with wider organisational plans and strategies.
- Effectively represent the team and actively contribute to internal meetings and external events.
- Understand and adhere to The Fostering Network's policies and practices.
- Engage with and demonstrate commitment to The Fostering Network's mission, vision, values and strategy.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

- Take a relationship-based approach to your work, understanding that creating positive relationships with our internal and external stakeholders is central to achieving our objectives.
- Undertake any other duties appropriate to the level in accordance with agreed procedures and guidelines.

### Line management

- May be required to take on supervisory responsibilities for time limited projects.

## Main Stakeholders

In addition to their immediate team, this role-holder will particularly work with:

Internal	External
<ul style="list-style-type: none"> <li>• Practice development</li> <li>• Membership</li> <li>• Fundraising</li> <li>• MarComms</li> <li>• Director of Engagement/Influence</li> <li>• CEO</li> <li>• Mockingbird</li> </ul>	<ul style="list-style-type: none"> <li>• MSPs</li> <li>• Government officials</li> <li>• Care Inspectorate and other regulatory bodies on children’s social care</li> <li>• Charities working on children’s issues</li> <li>• Academics working on children’s social care</li> </ul>

## What we’re looking for:

### Essential Knowledge, Experience & Qualifications

- An undergraduate or postgraduate degree qualification
- Significant experience of policy development and preparing responses to external policy proposals and drafting reports and briefings
- Significant experience of conducting research and analysing large data sets
- Significant experience of campaigning, lobbying or parliamentary experience
- Experience of lobbying policy makers in central or local government and of working to influence opinion formers
- Experience of working to amend primary and/or secondary legislation or guidance
- An excellent understanding of how central and local government structures work, including devolved institutions and relevant legislative frameworks
- Knowledge of children’s social care or of current issues in foster care
- Knowledge of communications principles and channels, particularly knowledge of, and experience of, using digital and social media in influencing work
- Knowledge of quantitative and qualitative research methodologies and frameworks
- Experience of developing participation mechanisms to engage people with lived experience, particularly young people
- Significant experience of developing stakeholder relationships

### Essential Skills & Attitudes

- Excellent verbal and written communications skills, with the ability to confidently communicate complex issues simply and effectively
- Excellent interpersonal skills, with the ability to deal confidently with a range of people at all levels, both internally and externally
- Excellent analytical and numeracy skills, to extract and interpret useful information from survey data and other information sources
- Excellent planning and organisational skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines
- Ability to think creatively and to spot and maximise campaigning opportunities
- Ability to work as part of a team
- Commitment to maintaining the confidentiality of information held by The Fostering Network
- Commitment to Equality, Diversity and Inclusion
- Commitment to The Fostering Network's mission, vision and values
- Prepared to travel within the UK on occasions and with adequate notice.

### **Desirable**

- Experience of managing and building a supporter base
- Experience of working with children and young people
- Care experienced and/or lived experience of foster care