



JOB DESCRIPTION

Post:	Policy Assistant
Location:	Edinburgh, with hybrid options and flexibility to work in other service bases.
Reports To:	Policy Manager
Salary:	£23,428 - £28,287

Children 1st, VISION and VALUES

Our vision is that children in Scotland will be safer, will grow up in strong, resilient families and will have access to early help and support when they need it. They will have their rights protected in all areas of their lives. Prevention of harm to children, stronger, more resilient families and communities, greater respect for children's rights and strong partnerships and community engagement will be our measure of success.

- Respect - Treating everyone with respect and fairness.
- Integrity - Being responsible and accountable.
- Participation - Involving others in our work.
- Excellence – Striving for the highest possible standards.

GENERAL ROLE

Children 1st works to keep children safe, loved and well and together with their families, whenever it is safe to do so. We believe that children do well when their families do well, and we offer practical, emotional and financial support to prevent and protect children and their families from harm and to support them to recover from trauma and abuse.

Children 1st has twin aims of delivering high-quality, relationship-based services for children and families and of supporting and influencing change for children and families on issues that affect them.

This role will directly support the policy function within the Policy, Evidence and Impact team, and work in collaboration with Children and Family Services. This will involve working collaboratively with internal and external stakeholders, in a dynamic and fast-paced environment at an exciting time for developing policy in relation to upholding children's care, protection, justice and recovery rights.

This role will have a focus on Children 1st's work internally and externally in line with the Promise and the United Nations Convention on the Rights of the Child (the UNCRC), and in particular working to help work to ensure all children at risk of becoming 'looked after' have the right to access Family Group Decision Making, to ensure that children and their families are at the heart of decision making and planning for their care and protection.

KEY RESULTS AREAS

- To support the organisation's Policy, Evidence and Impact team to develop high quality, accurate, evidence-based briefings, papers and draft responses to support Children 1st's Strategic Priorities 2023 – 25 internally and externally, with a focus on Family Group Decision Making, UNCRC and the Promise.
- To work with Children and Family Services to ensure the voices of children and families is at the heart of everything we do.
- Support the organisation to develop capacity and consistency internally to increase children and their families access to Family Group Decision Making as a right.

ADDITIONAL DUTIES

- Developing an understanding of the core issues affecting children and families that Children 1st work alongside and supporting Children and Family Services colleagues in respecting and protecting children's rights, including supporting the safe sharing of experiences with decision-makers.
- Support the writing of high quality, nuanced and informed research and policy analysis to connect the experiences of the children and families Children 1st support with those who make decisions.
- To support and promote an understanding of children and families' right to Family Group Decision Making and to be fully involved in decision making about their child's care and protection, both internally and externally.
- To create and maintain excellent relationships internally and support Children 1st to build excellent relationships with other stakeholders to advance Family Group Decision Making and rights respecting and upholding decision making.
- To maintain a good level of contextual awareness of policy and data developments relevant to Children 1st and the strategic and policy priorities, to support Children 1st to maintain and informed understanding of our work, and for this to be reflected internally and externally.
- To understand and reflect the culture and Children 1st Way in language and tone, and to reflect this when supporting positions and message.
- To work collaboratively and sensitively with colleagues to elevate and amplify the voices and experience of children, young people and their families, and connect them with appropriate audience for maximum influence and impact.
- To undertake desk-based activities and site-based activities to support the development of thinking, positions for the Policy, Evidence and Impact Team and wider organisation in building understanding and capacity in Family Group Decision Making, the United Nations Convention on the Rights of the Child and The Promise being delivered.
- To support provision of further research and analysis to support the organisations activities, to deliver on Family Group Decision Making and Children's Human Rights priority work.
- To support colleagues and stakeholders in the delivery of activities and events in advancement of this priority area, including organising, coordinating, administration and scheduling for events and onsite support.

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children 1st vision and values.
- To comply with Children 1st Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.

PERSON SPECIFICATION

POST:

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Good standard of education.	<ul style="list-style-type: none">• Educated to Degree level in a relevant area.
Experience	<ul style="list-style-type: none">• Experience of analysing, scrutinising and understanding complex issues and information, and sharing this in both writing and orally.• Experience of advocacy and campaign work to influence change.	<ul style="list-style-type: none">• Experience of writing policy briefings or position papers.• Experience of working alongside children and families, listening to their views and sharing them with decision-makers and duty-bearers.• Experience of collaboration and network building.• Familiarity with public affairs and communications principles and practices.
Skills	<ul style="list-style-type: none">• High standard of fluency in written and spoken English• High standard of oral, written and presentation skills.• An ability to work comfortably in a fast-paced environment, with understanding, adaptability and flexibility.• An ability to take complex information and communicate it to a range of audiences, depending on their needs.• Ability to work independently and proactively, as well as collaboratively in both an	<ul style="list-style-type: none">• Able to use own initiative in course of the job and work with minimum supervision.

	<p>internal and external network.</p> <ul style="list-style-type: none"> • An ability to develop and manage internal and external relationships with sensitivity and respect. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms. • Excellent attention to detail. • Strong interpersonal skills, able to work with a range of different people. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of children's rights and the key issues facing children and families in Scotland today. • A good understanding, or a willingness to develop a good understanding, of The Promise, the Children's Hearing System, Family Group Decision Making, whole family support and Bairns Hoose. • A developing understanding of the Scottish legislative and policy landscape, including the Scottish Parliament and the Scottish Government. 	<ul style="list-style-type: none"> • Familiarity with Scottish legislation and policy making processes, including the Scottish Parliament.
Other	<ul style="list-style-type: none"> • Commitment to Children 1st vision and values. • Commitment to and understanding of the principles of participation. • Commitment and promotion of equal opportunities and anti-discriminatory practices at work. • Awareness of personal responsibility in relation to health and safety. 	

