



Can you help us achieve our vision: ‘a Scotland where all parents and families are valued and supported to give children the best possible start in life’?

This an exciting opportunity to join a small yet powerful charity dedicated to influencing policy and practice for parents, children, and families.

Role: Policy and Engagement Officer

Salary: £31,500

Hours: 37.5 hours a week

Holidays: 40 days (including public holidays)

Location: Edinburgh office base, with potential for hybrid working

Reporting: Chief Executive

Contract: Permanent (note that currently funding for the role is secured until 31 March 2025)

Background

Parenting across Scotland (PAS) supports children and families through its network of member organisations. We work together to realise our vision: a Scotland where all parents and families are valued and supported to give children the best possible start in life.

Together with our member organisations we ensure that parents and caregivers are valued and supported to raise Scotland’s children. We bring the parent voice to national and local policymakers and to service providers, setting and illuminating the agenda for what needs to change, and catalysing improvements in policy and practice.

Our operational activities include:

- bringing the diverse voices of parents into the policymaking arena through research and consultation
- identifying, analysing, and highlighting how and where decisions in any sector affect parents

- working with our member organisations to strengthen collective knowledge and reach
- enabling, supporting and reporting on innovation and tests of change relevant to parents and families

We achieve our goals by linking closely with PAS member organisations and the wider sector.

Job purpose

The purpose of the Policy and Engagement Officer role to support the policy and engagement functions of Parenting Across Scotland. They will work with members, the Board of Trustees and other stakeholders to share the voices and experiences of parents and those in a parenting role.

The Policy and Engagement Officer will work closely with the Chief Executive and Board of Trustees to meet PAS' strategic aims and objectives. Together they will ensure that as an organisation PAS is run effectively and efficiently.

Main responsibilities

Policy

- Keep up to date with policy, practice and legislation relevant to children and young people and families in Scotland and the UK.
- Maintaining awareness of Parenting Across Scotland's policy positions.
- Support the development of policy briefings and consultation responses
- Support the delivery of policy events and webinars
- Contributing to the development of PAS' strategic plan

Engagement

- Developing and maintaining effective working relationships with PMG, Board members partners and other key stakeholders.
- Respond to general enquiries to PAS
- Undertaking direct engagement activities with parents, carers and others in a parenting role
- Contributing to ensuring the principles of equality and diversity are promoted and embedded throughout all organisational activities.

Finance and administration

- Supporting the Chief Executive with their financial responsibilities in line with agreed budgets.
- Working with the Chief Executive to contribute to income generation opportunities as required.

- Provide administration support to meetings, such as scheduling, room bookings, taking minutes, liaising with participants and arranging travel where needed,
- Support the running of the PAS office, e.g. office supplies
- Support specific project administration where required

Monitoring, evaluation and reporting

- Contributing to internal and external reporting including for our core grant
- Supporting improvement in our processes and approaches, learning from monitoring and evaluation findings.

Promotion and communications

- Keep our publications and website up to date.
- Producing and disseminate PAS newsletter
- Contribute to briefings, blogs, press releases and so on for a range of audiences.

Job descriptions do not reflect the complete role and do not provide an exhaustive list of duties. Post holders are expected to carry out other activities that are within the scope of the role.

Person specification

- Sound organisation skills and the ability to prioritise workload.
- Ability to analyse, interpret and summarise research, policy and strategy documents
- Experience of working in partnership with different stakeholders to deliver effective results
- Excellent written and oral communication skills
- Ability to work as part of a team or individually.
- Flexible approach to tasks and ability to problem solve where needed.
- Competent across Office 365 applications
- Commitment to the vision of Parenting Across Scotland

Procedure

Parenting Across Scotland welcomes applications from everyone eligible to work in the UK. Our recruitment decisions are based on fair, open processes, with appointment on merit.

How to apply: send a covering letter outlining your previous experience and suitability for the post, along with your CV to info@parentingacrossscotland.org.

Please make sure that you address the person specification in your application as this will be used to shortlist applicants for interview.

Closing date: Monday 4th December 2023 at 9am

Interviews: to be held in person in Edinburgh on Wednesday 13th December 2023.

If you would like to have an informal discussion about the role, please contact Amy Woodhouse, Chief Executive at amy.woodhouse@parentingacrossscotland.org