



# The Scottish Youth Parliament

## Job Description - Projects and Policy Officer

This is a new and exciting opportunity to join the staff team at the Scottish Youth Parliament.

<b>Reports to:</b>	Deputy Chief Executive
<b>Salary Range:</b>	£22,500 - £27,500
<b>Location:</b>	SYP, 1 Mansfield Place, Edinburgh, EH3 6NB (Currently working from home due to COVID 19 Pandemic)
<b>Contract:</b>	Fixed Term until 31 <sup>st</sup> March 2023.

### Key Areas of Responsibility

#### Projects

- Support the Project Manager in the delivery of SYP Projects.
- Coordinate the day-to-day running of allocated projects, including engaging with project participants, delivery of project plans and meeting key project deliverables.
- Complete all administration and data entry associated with projects
- Assist the Project Manager in completing and submitting end of project reports.
- Work with the Communications Officer to deliver detailed plans to promote and communicate projects, both internally and externally.
- Develop and implement effective promotion strategies for all SYP projects
- Develop innovative and engaging ways to evaluate projects.
- Ensure all projects carried out are in line with SYPs values, key objectives and adhere to SYP policy

#### Policy

- Working with the Policy and Public Affairs Manager to deliver the Scottish Youth Parliament's political objectives.
- Monitoring parliamentary, government and policy developments and disseminating relevant information around the organisation.
- Drafting briefings on parliamentary activity for staff and members of the SYP.
- Training and supporting Members of the Scottish Youth Parliament ahead of events and Committee meetings.
- Support the policy work of relevant SYP groups, including Subject Committees, the Procedures Group, the Convenors Group and the Board of Trustees

- Engaging with external contacts including young people, support workers, professionals working with young people, service providers, media, partner organisations and suppliers. You will be required to ensure your communications skills are effective at all levels and maintain a positive and enthusiastic response.
- Providing collated information on policy and public affairs issues to senior colleagues as required.

### Other Duties

- Working flexibly on occasions, including weekend work on three occasions per year and other events as required.
- Managing your time effectively and productively, including multi-tasking and efficient prioritisation.
- Working closely with colleagues in other departments to develop links and leads to relevant external contacts and organisations
- Any other reasonable activities as requested by your line manager and the Senior Management Team

### Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education and relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate degree in a related discipline such as politics, public policy, community learning and development or project management.</li> </ul>
<b>Projects Experience</b>	<ul style="list-style-type: none"> <li>• Experience of project delivery.</li> <li>• Experience of working with young people in a codesign model.</li> <li>• Experience of monitoring and evaluation.</li> <li>• Experience developing project reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer management skills.</li> </ul>
<b>Policy Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing and maintaining positive relationships with parliamentarians and organisational partners in Scotland and beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on own initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in a role related to public affairs, parliament or politics.</li> <li>• Experience of working on a successful campaign.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to deliver agreed outcomes.</li> <li>• Excellent communication skills.</li> <li>• Ability to plan work and to evaluate success.</li> <li>• Exceptional team work skills and strong interpersonal skills.</li> <li>• Experience of working on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with policy-makers.</li> <li>• Experience of working across several distinct strands of work.</li> <li>• Experience of working within a membership organisation.</li> <li>• Work with young people in a professional and or voluntary capacity.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues affecting young people.</li> <li>• Knowledge of political environment.</li> <li>• Knowledge of the procedures and processes of the Scottish Parliament.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current policy affecting young people.</li> <li>• Understanding of the statutory and voluntary youth work sector.</li> <li>• Knowledge of young people's needs.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• A passion for the views of Scotland's young people and facilitating change.</li> <li>• Willingness to work evenings and weekends.</li> <li>• A flexible approach.</li> </ul>	