

Policy and Communications Officer

Job Description and Person Specification

Post Title: Policy and Communications Officer
35 hours per week
Salary: £24,000 per annum, with 7% non-contributory pension
Reporting to: Head of Health and Care

Fife Voluntary Action, as the third sector interface, plays an important dual role within community planning: representing the sector, in all its diversity, at Fife's strategic and local management levels and, keeping third sector colleagues up to date with policy and planning developments.

Main Purpose of Post

The main purpose of this new Policy and Communications Officer post is to ensure that the voice of the third sector and the people they support features credibly on the policy agenda in Fife, and that the sector is suitably informed and skilled to maximise opportunities for service design and delivery.

The successful applicant will work to support senior colleagues to connect and involve the third sector in community planning. They will support FVA's key role as agents of change in Fife, supporting and building relationships with public and third sector stakeholders to maximise the impact the third sector has on improving outcomes for the citizens and communities of Fife.

Main Duties

1. Support the delivery and momentum of a variety of third sector thematic forums including Health and Social Care, Mental Health, Community Justice, Children's Services, Digital Participation.
2. Help plan and organise forum meetings and events relevant to the sector and policy themes.
3. Maintain an up-to-date knowledge of policy relating to key activities in Fife, keeping abreast of policy developments and funding opportunities.
4. Maintain an up-to-date knowledge of the third sector in Fife.
5. Establish and maintain relationships with key stakeholders as required including participating in partnership meetings and identifying partnership opportunities.
6. Help identify policy issues where the third sector can have an impact and support colleagues to find solutions to recommend to policymakers and stakeholders.
7. Engage with FVA customers through regular meetings, forums, seminars, workshops, surveys etc.
8. Support the writing of high-quality consultation and engagement responses where possible.
9. Through a variety of on and off-line communications channels, work with colleagues to design and draft regular communications for Fife's third sector and wider stakeholders including e-mail bulletins, social media and webpages.
10. Produce monitoring reports for activities in line with FVA's monitoring system, including the production of case studies.
11. To take personal responsibility for contributing to high quality standards in customer relations, service delivery and communications.
12. To support and lead on internal FVA activities as and when required.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the postholder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential criteria

- Proven ability to think strategically, working with others to make links across policy boundaries, and to prioritise and work flexibly;
- Strong communication skills. Able to communicate complex information clearly and concisely, verbally and in writing at all levels to different audiences;
- Demonstrable relationship building skills and networking abilities;
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines;
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders;
- Willingness to learn; work as part of a team and to help others;
- Excellent interpersonal, oral, written, numeracy and ICT skills;
- A personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- Commitment to equal opportunities;
- A valid driving licence and access to a car.

Desirable requirements:

- Previous practical experience of working in policy or communications role;
- Evidence of effective influencing to affect change at a national or local level in Scotland or elsewhere;
- Experience of working within the third sector;
- Relevant professional qualification and/or proven relevant experience;
- Knowledge and experience of community planning, community engagement or the Community Empowerment Act 2015 and how these can impact on local communities.