

## Policy and Parliamentary Officer (Scotland)

Thank you for your interest in this post. This job pack has the following information.

- Information about CPAG and about the post
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form

To apply, please return the application form, taking particular care to provide full details of how you meet the person specification. If you want more information or need us to make any particular arrangements to enable you to participate in the selection process please contact us on 0141 552 3303.

We would also be grateful if you would return the recruitment monitoring form if you are willing to do so (this is not a requirement for consideration for the post but will help us review our recruitment procedures).

Please send your application and monitoring form by email, to [recruitment@cpagscotland.org.uk](mailto:recruitment@cpagscotland.org.uk)

**Closing date for applications**

9am 7<sup>th</sup> December 2020

**Interviews** (by Zoom)

18 December 2020



## Policy and Parliamentary Officer General information

### About CPAG

Child Poverty Action Group works on behalf of the more than one in four children in the UK growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good. We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

- Expert – we are the leading voice for children and families in poverty in the UK
- Independent – we advocate solutions to child poverty based on the evidence
- Ambitious – we know child poverty isn't inevitable, and we won't stop until no child grows up in hardship

Our vision is of a society free of child poverty, where all children can enjoy a childhood free of financial hardship and have a fair chance in life to reach their full potential. Our mission is to promote action to prevent and end poverty among children and families with children in the UK.

### Policy and campaigning

We seek to achieve positive outcomes through our high-profile lobbying and campaigning work – using evidence to influence government and media. We publish research and information on the causes and effects of child poverty on our website - [cpag.org.uk](http://cpag.org.uk) and seek radical and practical solutions. Our journal *Poverty* carries articles to inform and stimulate debate on poverty and the action required to tackle it.

### Rights and advice

We provide expert advice, training and information to welfare rights advisers and other frontline staff on all aspects of the social security system. Our staff in London and Glasgow respond to over 7,000 queries a year from advisers. Our bi-monthly *Welfare Rights Bulletin* keeps them up-to-date on new legislation and developments. Around 12,300 people a year attend CPAG's training courses, conferences and seminars. Through carefully selected test cases, we challenge unjust legislation, unfair or discriminatory decisions.

### Publishing and resources

CPAG publishes the main handbooks used by thousands of advisers, community workers, lawyers and members of the public. The *Welfare Benefits and Tax Credits Handbook* gives full coverage of all aspects of social security and tax credits. We publish legal reference works such as *CPAG's Housing Benefit and Council Tax Reduction Legislation* and handbooks on child support, fuel rights, debt advice, migration, council tax, student support and personal finance.

For more information about the work of CPAG see our website [cpag.org.uk/scotland](http://cpag.org.uk/scotland) .

This work is normally undertaken from two offices. The main office is in London, and CPAG in Scotland is located in Glasgow. Staff are currently working from home in line with government guidelines. There is a recognised union to which most permanent staff belong.

### **Background to the post**

The successful applicant will be responsible for developing and promoting evidence-based policies that will contribute to preventing and reducing child poverty and improving outcomes for children, young people and their families in Scotland. They will focus on using CPAG's [Early Warning System](#) and wider evidence and social security expertise to ensure the impact of social security changes, the need to prevent crisis and the importance of early intervention is considered when developing and delivering policies and services. They will inform and influence Scottish Ministers, officials and parliamentarians and (with CPAG UK colleagues) UK government.

The post-holder will work closely with CPAG in Scotland's Early Warning System Project Manager, our wider team of expert welfare rights workers and the Director of CPAG in Scotland to ensure CPAG's understanding of welfare benefits, and the intelligence that we gather from the frontline workers we support, is used to inform politicians and policy makers as they develop policies and services to support families in Scotland.

This post provides a unique opportunity to make a real difference to policies that will impact on children's lives across Scotland.

This post is currently funded until end March 2022 through the Children, Young People and Families Early Intervention Fund, managed on behalf of the Scottish Government by The Corra Foundation.

The post will be based with CPAG in Scotland in Glasgow.

### **Terms and conditions of employment**

Job title:	Policy and Parliamentary Officer
Salary:	£34, 036 – £37, 618 plus an automatic enrolment into CPAG’s nominated Group Personal Pension Scheme.
Hours:	This is up to a full-time 35 hours a week post. This post is open to flexible working or reduced hours. Overtime is not payable, but CPAG operates a core hours and flexi/TOIL (Time Off In Lieu) policy.
Annual leave:	30 days a year annual leave (as well as 4 days during the Christmas/New Year period when the office closes down). The holiday year runs from April to March.
Other benefits	Interest free travel loan, income protection insurance and ‘death in service’ provision and a range of leave entitlements for family and other reasons.

There is a six-month probation period for this post.

### **Additional information on terms and conditions of employment**

- CPAG offers 30 days annual leave (in addition to 4 days to be taken when the office is closed over the Christmas break), along with a range of family and other leave entitlements as follows:
- 26 weeks paid maternity leave and 26 additional weeks unpaid maternity leave
- Shared parental leave
- 6 weeks paid leave for staff whose partner has or adopts a baby  
(These entitlements are also available to staff who adopt children.)
- 13 weeks unpaid parental leave for parents or guardians of children up to age 16 (18 weeks for parents or guardians of disabled children)
- 10 days paid leave for staff members who have to care for a dependant
- 5 days paid leave for urgent domestic reasons
- 5 days paid leave for staff who carry out public duties
- 10 days paid study leave subject to agreement by CPAG
- An unpaid career break of up to 6 months available to staff after 2 years’ service
- Time off in lieu to allow staff to work flexibly
- Arrangements apply pro rata to part-time staff

### **CPAG's commitment to diversity and equal opportunities**

CPAG is committed to a society based on equality, which embraces diversity and where everyone is treated fairly, with respect, and free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and also that every employee of the organisation has personal responsibility to abide by and promote the policy.

Everyone has the right to be treated with fairness, dignity and respect. CPAG recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependants or people who are using mental health services.



## Job Description

<b>Title:</b>	Policy and Parliamentary Officer
<b>Reports To:</b>	Director of CPAG in Scotland
<b>Section:</b>	CPAG in Scotland
<b>Salary:</b>	£ 34, 036 - £37, 618
<b>Hours:</b>	35 hours per week. Open to flexible working or reduced hours

### Job purpose:

To develop and promote policy proposals that will improve the rights and entitlements of children and families, prevent child poverty and improve children's outcomes, drawing on CPAG's case evidence and wider social security expertise.

To inform and influence politicians and policy makers on the implications of ongoing changes to social security for children and families, and the policy responses needed to make progress on child poverty targets.

To inform local and national policy and service planning processes so that services increasingly contribute to maximising family incomes and improving children's lives.

### Tasks and responsibilities

- To keep up to date with trends and changes in social security policy and play a lead role in the social policy and campaign work of CPAG in Scotland.
- To work with CPAG in Scotland's welfare rights workers and Early Warning System Project Manager to analyse evidence on the impact of social security changes gathered by frontline advisers, in order to inform policy and parliamentary activity.
- To produce high quality expert and accurate briefing material aimed at national policy makers and to write responses to relevant consultations.
- To provide high quality expert briefings and meet with parliamentarians to inform key debates and committee discussions on issues likely to impact on family incomes and child wellbeing.
- To design, prepare and deliver seminars bringing together key local and national policy makers to share emerging evidence and identify policy interventions to mitigate/prevent negative impact on children and produce and disseminate seminar reports.

- To design, prepare and deliver occasional training and workshops
- To monitor Scottish parliamentary business for opportunities to inform parliamentary scrutiny of commitments to mitigate impact of welfare reform, end child poverty and deliver better outcomes for children.
- To establish and maintain effective relationships with key MSPs (e.g. party spokespeople and members of the Social Security, Education, Health and Local Government committees).
- To work closely with other national third sector organisations such as Citizens Advice Scotland, the Poverty Alliance and One Parent Families Scotland to ensure CPAG intelligence and analysis is shared and collated with evidence from other work, individuals experiencing poverty, community activists and lone parents to bring together and cross reference emerging evidence and co-ordinate policy influencing activity.
- To work with CPAG welfare rights workers to draw on Scottish evidence and experience to inform Westminster policy influencing through e.g. Scottish Campaign on Rights to Social Security and CPAG colleagues across the UK.
- To co-ordinate and oversee small qualitative research projects.
- To develop and maintain content for web pages and CPAGs e-learning resource.
- To ensure evaluation information is gathered from project activity, and contribute to first draft reports for funders.
- To represent CPAG and speak and present at appropriate meetings and conferences with voluntary sector colleagues, civil servants, government agencies, etc.
- To contribute to the wider work and welfare of CPAG and CPAG in Scotland by attending staff, team and other relevant meetings; liaison with team members and providing mutual support.
- To comply with all CPAG's policies and standard practice, with specific attention to Diversity and Equality.
- To take on any other reasonable tasks which contribute to achievement of the job purpose and aims of CPAG.

## Person specification Policy and Parliamentary Officer

These are the skills and qualities required for the job.

<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
Experience of developing and promoting policy solutions.	Experience of developing and promoting policy solutions relating to social security/welfare reform and/or children and early years.
Track record of successfully influencing policy development.	Experience of organising seminars or other policy or parliamentary related events.
	Track record of successfully influencing parliamentarians.
<b>Skills/abilities/knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
Thorough knowledge of current social policy and political issues in the UK.	Thorough knowledge of current social policy and political issues in Scotland.
Good knowledge of parliamentary processes and how to engage in them to influence policy development.	Good knowledge of Scottish parliamentary processes and how to engage in them to influence policy development.
Highly effective written and oral communication skills, with ability to communicate complex and technical issues and policy ideas in an accurate but accessible manner so that non-specialist policy makers and politicians can understand and act on them.	Understanding of current welfare reform and social security policy issues, and their implications for children and families.
Ability to identify social policy issues arising from service delivery.	Understanding of social research and its role in informing policy development.
Knowledge of how social media is used to influence the policy making process.	
Ability to design, prepare and deliver seminars or other events	Ability to analyse benefits and tax credits legislation and policy for the effect on families with low incomes.
Ability to work in partnership with other organisations to achieve shared goals.	
Ability to produce high quality written information.	
Ability to use PC for word-processing, email, presentations etc.	Ability to speak to media.
Ability to prioritise and manage a demanding and varied workload in a fast paced environment.	
Ability to work independently and as part of a team.	
<b>Other qualities</b>	
<b>Essential</b>	<b>Desirable</b>
Commitment to CPAG's aims and objectives.	
<b>Other contractual requirements</b>	
<b>Essential</b>	<b>Desirable</b>
Ability to spend very occasional nights away from home.	

### Application form

Please complete this form and return it to [recruitment@cpagscotland.org.uk](mailto:recruitment@cpagscotland.org.uk).



PLEASE DO NOT SEND A CV.

About you

Name	
Address	
Email	
Phone (mobile)	
Phone (work) May we contact you there? YES/NO	
Phone (home)	

Current/most recent employer	
Job title	
Date started	
Are you still employed there?	
If not employed, date left	
Salary	
Reason for leaving	

Summary of duties	
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About your work

Employer	
Job title	
Date started	
Date left	
Reason for leaving	
Duties	
Employer	
Job title	
Date started	
Date left	
Reason for leaving	
Duties	
Employer	
Job title	
Date started	
Date left	
Reason for leaving	
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Date left	
Reason for leaving	
Duties	
Employer	
Job title	
Date started	
Date left	
Reason for leaving	
Duties	

**Other experience**

Please give details of any relevant unpaid work or other experience.

**Training**

Please list relevant training courses attended or other specialist knowledge (with dates).

**Qualifications**

Please list relevant examination results (with dates).

**Work Permit** Do you need a work permit? YES/NO

The successful candidate will be required to show proof of eligibility to work in the United Kingdom before the start date. A list of documentation required will be sent with the provisional offer letter.

**This post**

Please explain how you meet the criteria in the person specification. Give at least one example that best demonstrates each criteria. Please be concise. Continue on a separate A4 sheet if necessary.

## References

Please give the names of two referees, one of whom should be your present or most recent employer. (If this is not possible, then someone who has known you well in your most recent work experience/employment.)

**We will only take up references for the successful candidate.**

Name

Name

Title

Title

Organisation

Organisation

Address

Address

Telephone

Telephone

Email

Email

**Notice period required/date available for employment:**

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I confirm to the best of my knowledge that the information given on this form is true.

Signed

Date

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**Closing date for this position is 9am 7<sup>th</sup> December 2020**

Please return by email to [recruitment@cpagscotland.org.uk](mailto:recruitment@cpagscotland.org.uk)

## RECRUITMENT MONITORING

In the interests of monitoring our recruitment procedures we would be grateful if you could complete this form. We will separate this document from the application form and it will not take part in any selection process.

Please tick as appropriate

How do you identify your gender?

- Woman
- Man
- Non-binary
- Other, please specify

What is your ethnic group?

### A White

- British
- Irish
- Any other White background, please write in

### B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in

### C Asian or Asian British

- Indian
- Pakistani

- Bangladeshi
- Any other Asian background, please write in

**D Black or Black British**

- Caribbean
- African
- Any other Black background, please write in

**E Chinese or other ethnic group**

- Chinese
- Any other, please write in

**Do you have a disability as defined under the Disability Discrimination Act (defined as a physical or mental impairment which has a substantial and long-term adverse effect on [your] ability to carry out normal day-to-day activities)?**

Yes

No

Please provide details of any special arrangements you would require if invited to interview

What age group do you belong to?

- Under 25
- 26 – 35
- 36 – 50
- Over 50

CPAG is keen to improve our recruitment practices and ensure we do all we can to attract a diverse range of applicants for our posts. To assist us, we would be very grateful if you would tell us about anything that attracted you about the organisation or the post that may help us to improve our recruitment process in future. Please also tell us how you heard about this vacancy.

Thank you for providing this information to assist us with our recruitment monitoring

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