

Participation and the Practice of Rights

Job Description

Job Title: Policy Officer,

Hours of work: 17.5 hours per week

Payscale: NJC SO1 (£26,470 - £28,221)
Starting salary £26,470 pro rata

Responsible to: Assistant Director - Programmes

Job Purpose: The post holder will work closely with the Assistant Director – Programmes and the PPR staff team (development, communications and administration staff). The post holder will provide high quality research and policy advice on a number of specific rights and equality issues currently identified by the project. The post holder will provide advice and assistance to participant groups on the policy framework and practice of rights at the national, regional, and international levels and support the dissemination of learning emerging from the project.

Main duties and responsibilities:

1. Research and documentation

- Provide research support for participant groups and Development Workers on existing strands
- Provide policy and research support to groups replicating the model
- Report on a regular basis to Assistant Director, Management Committee, funders and evaluators on progress in implementation of agreed plans
- Source, disseminate and organise information, regarding relevant rights issues.
- Maintain a current level of knowledge of relevant national, regional and international developments

2. Provide policy advice and campaign support

- Provide a local policy framework around rights issues identified in conjunction with the Assistant Director and Development Workers and organising staff.
- Facilitate a two-way flow of information between the project and the wider national, regional and international debates (e.g. identifying academic and NGO networks and potential alliances)
- Provide drafts of policy proposals, submissions and articles informed by learning from existing projects
- Provide direct support to development campaigns by carrying out tasks in relation to campaign support.

3. Communication

- Input into the planning and delivery of a range of project sponsored events
- Represent the project as appropriate and as agreed with the Assistant Director.
- Work with PPR team to deliver communication strategy

Other duties

The Policy Officer will be required to carry out any other reasonable duties as are required in pursuance of the aims and objectives of the organisation.

Holidays

The Policy Officer will be entitled to 15 days of holiday per year (30 days pro rata) in addition to statutory holidays.

Hours of Work

The Policy Officer will be expected to work a 17.5 hour week, days of work to be agreed with line manager. There may be some occasional evening and weekend work.

Pension

PPR will contribute an 8% employer's contribution to PPR's work based pension scheme (or a pension scheme of choice if the post holder chooses to opt out of the work based scheme)