

# CIH Job Description



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|--|------------------------------------|
| <b>Job title:</b>  | <b>Policy and Practice Officer</b> |
| <b>Department:</b>   | <b>Scotland, Devolved Nations</b>  |
| <b>Reports to:</b>   | <b>Policy and Practice Manager</b> |
| <b>Management of:</b>  | N/A                                |
| <b>Location:</b>   | Edinburgh                          |
| <b>Grade:</b>  | P1                                 |
| <b>Salary</b>  | £26, 811                           |
| <b>Date prepared:</b>  | 27.01.20                           |
| <b>Job Purpose:</b> <ul style="list-style-type: none"><li>• To support the development and delivery of housing evidence based policy and excellent practice on behalf of CIH in Scotland.</li><li>• To support the information needs of the Board and senior team in developing policy and advocacy work including political engagement, publishing and blogging.</li></ul>  |                                    |
| <b>Key responsibilities:</b> <ol style="list-style-type: none"><li>1. Undertake research, data and evidence gathering related to housing policy and practice matters in Scotland and collate and present information in the appropriate format.</li><li>2. Develop materials for members and stakeholders as required including briefings, blogs and practice examples.</li><li>3. Promote the policy and practice activity of CIH using both traditional and digital marketing methods including use of electronic bulletins, social media, website and others.</li><li>4. Manage CIH Social media account (linkedin and twitter)</li><li>5. Prepare policy briefings for members and stakeholders.</li><li>6. Contribute towards the successful development of CIH wide events and member activities by researching and identifying subjects and speakers and writing briefs.</li><li>7. Build and sustain effective working relationships with CIH colleagues and stakeholders.</li><li>8. Maintain and update databases and spread sheets as required.</li><li>9. Co-ordinate meetings for the team as required.</li><li>10. Respond to policy and practice queries as required.</li><li>11. Provide support to the Policy subgroup of the board as required</li><li>12. Provide secretariat support to the CIH board, working with the National Director.</li><li>13. Represent CIH to members, customers and stakeholders at relevant events, meetings and fora.</li><li>14. To undertake any other reasonable duty as required by the Policy Manager.</li></ol> |                                    |

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**Knowledge, skills and experience (e=essential d= desirable)**

| <b>Education</b>  | <b>Essential/desirable?</b> |
|---|-----------------------------|
| Degree level or equivalent in related subject   | <b>D</b>                    |
| <b>Knowledge</b>  |                             |
| Housing policy and practice   | <b>D</b>                    |
| Policy environment  | <b>D</b>                    |
| Understanding of the role of a professional body and membership organisation  | <b>D</b>                    |
| <b>Experience</b>   |                             |
| Working in a team   | <b>E</b>                    |
| Research  | <b>E</b>                    |
| Housing sector  | <b>D</b>                    |
| Events  | <b>D</b>                    |
| <b>Skills</b>   |                             |
| Research skills   | <b>E</b>                    |
| Excellent communication skills, written and oral  | <b>E</b>                    |
| Strong interpersonal skills to communicate with people at a variety of levels and to build and sustain new partnerships                 | <b>E</b>                    |
| Good time management and ability to meet deadlines  | <b>E</b>                    |
| Strong organisational skills, with attention to detail (E)  | <b>E</b>                    |
| Excellent customer focus  | <b>E</b>                    |
| Ability to prioritise and manage own workload   | <b>E</b>                    |
| Good level of IT skills, including experience of using Microsoft Word Excel and PowerPoint, databases and web packages and social media | <b>E</b>                    |

**Other information:**

Some travel to meetings in Scotland required and also occasional UK travel.

**Signed:**

**Date:**

**Reviewed:**