

CIH Job Description



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

CIH Job Description



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

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

Other information:

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

Signed:

Date:

Reviewed: