

Recruitment Advert

Policy Officers

Up to £28,985 (full time, permanent), Stirling

About Us

Colleges Scotland is a membership organisation and an Employers' Association that acts as the collective voice for the college sector in Scotland. We represent all 26 colleges across Scotland and ensure their views are heard and their interests represented. To ensure we continue to provide our members with an excellent policy support service, we are looking to recruit two Policy Officers.

The Role

As a member of the policy team, you will provide policy support and guidance to help influence and shape policy impacting on the college sector. To achieve this, you will be expected to undertake research (including environmental scanning) and data analysis to ensure policy work is appropriately informed. You will have the opportunity to work with a wide range of stakeholders to influence policy and funding areas affecting the college sector in Scotland.

Your Experience

You will have experience of undertaking and supporting policy and analysis work. Your experience will evidence your ability to provide advice and guidance on a range of policy matters using effective communication methods i.e. reports, briefing papers and via group/one-to-one meetings. It is also essential for you to have the ability to undertake research and data analysis work.

Within the policy team, you will work both autonomously and with team members. You should therefore be self-driven, flexible and have the ability to work effectively with team members working across all areas of the organisation. With Colleges Scotland being a membership organisation, it is essential for you to evidence that you can build and sustain relationships with a diverse range of stakeholders.

For more information, please visit www.collegesscotland.ac.uk/jobs.

The closing date for applications is Friday 11 January 2019. It is anticipated that interviews will be held on Tuesday 22 and Wednesday 23 January 2019.

Colleges Scotland is an equal opportunities employer.