



Worker Support Centre Policy and Participation Officer

Job Description

Job title:	Policy and Participation Officer
Location:	The role is a remote working role with a hybrid combination of home-working and travel for team, worker, policy and partnership meetings. The role will operate primarily in North-East Scotland with the main work areas being in and around Fife, Angus, Perth, and Dundee.
Salary:	£32,000 per annum, pro rata, subject to deductions for tax and national insurance contributions as required by law.
Hours:	Part time, equivalent to 21 hours per week. This may be flexible.
Reports to:	This role will involve close working with the WSC Peer Engagement team Caseworkers and Centre Manager and will line report to the WSC Centre Manager with technical input from the WSC Executive Director.
Contact:	Recruitment@workersupportcentre.org.uk with any questions.

About the Worker Support Centre

The [Worker Support Centre](#) (WSC) is a Scotland based charity that promotes decent work and prevents exploitation. We support marginalised and isolated workers in labour sectors where there is a high risk of abuse and exploitation. We work in partnership with workers to build power to secure and advance workplace rights. We prevent human trafficking for forced labour by acting to reduce the risks of worker exploitation. WSC values include: respect for human rights, representation, transparency, equality and innovation.

WSC support includes advice, mediation, advocacy and assisted reporting to enforcement agencies. Our worker engagement informs policy change activity to address harms faced by those in high-risk work. In 2023 and 2024 WSC activities were targeted at workers in seasonal agriculture on the UK Seasonal Worker visa (SWV). During this time, we provided advice, support, and information to 1031 people in relation to the SWV. WSC is now embarking on a new project to engage workers in health and social care to advance social care workers' rights through

worker education and power sessions. To learn more about work, visit www.workersupportcentre.org.uk

About the role

This role is focussed on advancing seasonal agricultural and social care workers' rights by supporting WSC's policy and advocacy work. In this role you will support WSC meet two of its four core objectives to work together with workers to claim spaces for power and representation in decision making; and to build the field of knowledge about workers and their experiences to influence policy. As well as work delivered directly by WSC, our policy work includes coordinating with coalitions such as the Ethical Trading Initiative, the Seasonal Worker Interest Group and the Scottish Food Coalition.

WSC strives to achieve representation of individuals with lived experience of the issues on which we work at all levels of our organisation and actively promote applications from individuals with experience of the issues on which we work.

Main tasks and responsibilities

Policy and advocacy

- Lead in the development of components of policy, ensuring engagement of workers and cross-organisational engagement.
- Identify emerging legislation and develop an influencing strategy.
- Lead key influencing moments and processes, working in collaboration with policy coalitions of which WSC is part.
- Draft worker-informed and evidenced briefings, submissions to consultations in support of worker policy priorities and engage closely with civil servants, Government officials and other decision makers on policy objectives.
- Support participatory engagement with workers to understand what democratic engagement platforms might best suit them and help create opportunities to influence processes.
- Track, assess, understand and respond to future legislative developments and the strategic direction being taken by UK Government, UK Parliament, Scottish Parliament and Scottish Government.

Stakeholder engagement

- Develop and maintain strong working relationships with senior stakeholders in Government, enforcement authorities and industry.
- Contribute to wider sectoral networks and groups, including attending meetings and setting joint policy strategy objectives.
- Provide high-quality support to the CEO and other senior staff with external stakeholder engagement, developing targeted briefings.

Participation

- Support WSC Peer Engagement Officers to conduct participatory workshops with workers to understand their concerns and to develop and articulate collective concerns through influencing strategies.
- Support participatory analysis workshops with workers to jointly analyse concerns articulated in order to establish standards workers would like to see upheld for seasonal workers.
- Support the review and documentation of barriers to democratic engagement for seasonal agricultural workers and migrant social carers.
- Actively support workers to engage in advocacy, including by providing worker-centred briefings on advocacy processes and meetings, ensuring meaningful participation and leadership by workers.
- Support workers to create spaces for policy influence, engaging in actively listening to worker priorities and concerns.

General

- Support the whole organisation goal to integrate workers in all our work at all levels of the organisation.
- Ensure effective monitoring, evaluation and learning of our work including contributing to organisational processes.

Person Specification

1) KNOWLEDGE AND TECHNICAL SKILLS

Indicates the type of knowledge and skills essential or desirable to do this job and the level required using the indicators below.

- (1) Significant expert knowledge
- (2) Specialist knowledge
- (3) Routine but detailed knowledge
- (4) Broad understanding
- Or not applicable (N/A)

Type of Knowledge/skills	Essential	Level	Desirable	Level
WSC Organisational knowledge, and/or knowledge of the issues on which we work: labour rights, migrant rights, organising, anti-trafficking and human rights.	X	2		
Technical understanding of policy specific to the subject areas on which WSC	X	2		

works, particularly opportunity scanning, strategic entry points and key stakeholders of influence.				
<p>Legislation/Policy</p> <p>The post-holder will lead on the development of policy, engagement with legislation in passage through parliament (UK or Scottish) and implementation of legislation. Considerable liaison with external stakeholders is required, understanding on how policy/legislation is made and knowledge and understanding of its technical content is essential.</p>	X	1		
<p>Influencing and advocacy</p> <p>Proven ability to identify key stakeholders of influence and to form strong relationships of influence.</p>	X	1		

2) QUALIFICATIONS

Type of Qualification	Essential	Desirable
Degree level in public policy, law, or human rights or equivalent experience.	X	
Postgraduate qualification in public policy, law or human rights.		X
A valid UK Driving license.		X

3) EXPERIENCE REQUIRED

Type of Experience	Essential	Length	Desirable	Length
Technical professional experience in labour rights, organising, migrant rights and anti-trafficking.	X	4 years		

Direct parliamentary experience with knowledge of UK and Scottish political systems.	X	2 years		
Engagement with people with lived experience of the issues on which developing policy.	X	1 year		
Use of equipment and systems Standard Microsoft suite Microsoft Project.	X	1 year		
Experience of policy development.	X	2 years		
Fluency in English (verbal and written)	X			
Working competence in Russian or a Central Asian language.			X	
Experience of work in a precarious labour sector (eg seasonal agriculture, social care, hospitality or other)			X	

4) COMMUNICATION SKILLS

Type of Communication	Essential	Desirable
Written communication Namely: A high standard of written communication on diverse, issues eg strategies, formal letters, briefings.	X	

Report writing Namely: The postholder must be able to prepare robust, concise, coherent, well argued policy reports.	X	
Oral communication Namely: The postholder works with a wide range of external and internal stakeholders very often seeking to inform, influence, persuade. This requires high level oral communication skills.	X	

5. PERSONAL QUALITIES

Type of Communication	Essential	Desirable
Empathy with workers in high-risk labour sectors and the work of WSC	X	
Strong work ethic: A self-starter with high-energy levels, ability to use own initiative, prioritise, make decisions and implement them, function to deadlines.	X	
Ability to build and maintain collaborative and respectful relationships across the organisation.	X	
Ability to work flexible hours as required, to travel and spend occasional nights away from home.	X	
Sound understanding of equal opportunities.	X	

Timeline:

- Applications to consist of a CV and supporting statement no longer than one side of A4 outlining how you meet the skills and experience required, to be sent to recruitment@workersupportcentre.org.uk
- Deadline for applications – Midnight on Monday 20th January 2025