



## Person Specification

**Job title:** Policy Officer

The following skills, experience and knowledge are all essential requirements of the Policy Officer's post. You must demonstrate in your application how you meet each of the following criteria.

### 1. Knowledge and experience

An understanding of the law affecting women and in particular current legal issues relating to vulnerable and/or disadvantaged women including Black and Minority Ethnic and Refugee including asylum seeking women and women who have experienced violence

An understanding of the human rights frameworks affecting women including the Convention on the Elimination of All Forms of Discrimination against Women and the Beijing Platform for Action

Experience of or a demonstrable understanding of the legislative and policy development processes

Experience of the interpretation, development and dissemination of policy information for the voluntary sector.

An understanding and awareness of the role of the women's voluntary sector in policy development

### 2. Skills and abilities

An ability to undertake research projects on legal issues and to collate and analyse data and information

An ability to speak to a range of audiences at all levels and to develop and maintain relationships with organisations and individuals

An ability to produce written communications including publications and reports for a range of audiences

An ability to arrange, coordinate and deliver events such as conferences, workshops, seminars and round table meetings

An ability to use word processing, spreadsheet and database packages

An ability to work independently, manage time effectively and prioritise workload

An ability to work as part of a small team

### **3. Commitment**

A demonstrable commitment to equal opportunities

A demonstrable commitment to the aims and objectives of Rights of Women and an understanding of how this post will contribute to fulfilling these aims