Senior Legal and Policy Manager

Job Description

Together – Scottish Alliance for Children's Rights

Hours:	Part time, 0.6 FTE (21 hours/week)
Salary:	£44,337 to £47,988 pro rata
Location:	Remote (with regular meetings in Edinburgh/Glasgow and occasional UK/international travel)
Duration:	Permanent
Reports to:	Director
Manages:	With management responsibilities

Purpose

The Senior Legal and Policy Manager leads Together's influencing and scrutiny work and manages the legal and policy team. The postholder supports the Director and Assistant Director's relationships with the Scottish Parliament and the Scottish Government, leads our annual State of Children's Rights report and our Implementation Strategy Group, and leads our access to justice work. Through these, the role is central to holding Scotland to account for its implementation of the UNCRC and wider international human rights treaties.

The role oversees the quality of Together's legal and policy work, including our legal analysis, consultation responses and committee submissions, and assuring the legal content of our training and consultancy. In doing so it ensures that the specialist expertise held in the legal and policy team reaches every part of Together's work.

Working closely with the Director, and alongside the Assistant Director and the Child Rights Implementation Manager, the postholder ensures that learning from our members and from our capacity building work informs Together's influencing, and that our influencing in turn shapes what we offer members.

Main duties and responsibilities

Legal and policy leadership:

- Lead Together's legal and policy agenda in line with the UNCRC, its Optional Protocols, General Comments and wider international human rights instruments.
- Supervise the production of Together's consultation responses and committee submissions, allocating them between the Senior Legal and Policy Officer and the Policy Assistant.
- Lead legal quality assurance across Together, including the legal content of training and consultancy.
- Receive the analysis and learning summaries drawn from each Community of Practice and convert them into Together's influencing.

Parliamentary and public affairs:

- Lead Together's parliamentary briefings and written submissions.
- Lead Together's parliamentary relationships, including with MSPs, committee clerks and SPICe.
- Give oral evidence to parliamentary committees as required, alongside the Director and the Assistant Director.
- Represent Together on the Scottish Government working groups, and deputise for the Director and Assistant Director when necessary.

- Set the influencing direction for the #RightsOnTrack campaign.

Scrutiny and accountability:

- Lead Together's annual State of Children's Rights report, drawing on evidence from our members and from babies, children and young people.
- Lead the Implementation Strategy Group, including its agenda, content and chairing.
- Contribute to Together's reporting and evidence to UN treaty bodies and the Council of Europe.
- Lead Together's work on priority children's rights issues liaising with the Children and Young People's Commissioner Scotland, the Scottish Human Rights Commission and UNICEF UK.
- Represent Together in international networks, including Eurochild, Child Rights Connect and the Council of Europe.
- Support the Director on the NIHR funded study with the University of Edinburgh, including the co-applicant role and academic relationships, and on Together's role within the Observatory of Children's Human Rights Scotland.

Access to justice:

- Lead the Rights Empowered partnership, and act as supporting manager to the Legal Policy Manager
- Lead Together's support for strategic litigation and build members' capacity to use the law.
- Oversee the legal advice and casework support provided to members through Rights Empowered.

Communications:

- Lead Together's communications strategy and oversight.
- Oversee press lines and external statements

Operational and team leadership:

- Provide line management and support to the Legal and Policy team, including supervision, workplanning and development.
- Support internal quality assurance alongside the Child Rights Implementation Manager, so that learning drives improvement across both teams.
- Oversee project management, monitoring, evaluation and reporting for the legal and policy programme.

Additional duties:

- Support the development and submission of funding proposals, aligning with Together's strategic priorities and organisational needs.
- Contribute to team cohesion through regular meetings, supporting the overall administration, efficiency and development of Together.
- Undertake additional tasks as required, adapting to the evolving needs of Together and our mission.

Person specification

Essential:

- **Passion for children's rights and advocacy:** Demonstrated commitment to advancing the rights of babies, children and young people, underpinned by a thorough understanding of the UNCRC and its implementation in law, policy and practice.
- **Legal and policy expertise:** In depth understanding of children's human rights law and public law, at masters level or equivalent, with the analytical skill to scrutinise legislation, policy proposals and judgments.

- **Quality assurance:** Proven ability to supervise and improve the legal and policy work of others, and to take responsibility for the positions an organisation adopts publicly.
- **Parliamentary and public affairs:** Understanding of Scottish and UK public policy development and parliamentary processes, with experience of influencing them.
- **External representation:** Proven ability to represent an organisation with authority in parliamentary, government and partnership settings, including giving evidence.
- **Communication skills:** Exceptional written and verbal communication, with the skill to articulate complex legal arguments clearly to a non-legal audience, including members, the press, and babies, children and young people.
- **Leadership and line management:** Proven experience of line managing and developing others, and of leading programmes of work from concept through to evaluation.
- **Collaborative working:** Proven ability to build effective relationships and work collaboratively across diverse groups and organisations.

Desirable:

- **International human rights mechanisms:** Knowledge of international and regional human rights monitoring and enforcement bodies, including UN treaty body reporting.
- **Access to justice:** Understanding of strategic litigation and of how rights holders secure remedy.
- **Media handling:** Experience of handling media on sensitive issues.
- **Membership experience:** Experience working within a membership-based organisation.

Support:

- Comprehensive induction to the role, including an overview of Together, our mission and strategic priorities.
- Regular support and strategic guidance from the line manager, ensuring alignment with Together's mission and strategic priorities.
- Ongoing professional development opportunities tailored to the role and the broader field of children's rights.

In line with Together's Child Protection and Safeguarding Policy, all employees have to undergo appropriate Disclosure and Protection of Vulnerable Groups (PVG) checks, including for suitability.

Summary terms and conditions of employment

Annual leave:	Full time staff are entitled to 25 days annual leave plus 9 public holidays. This will be adjusted for part-time hours.
Pension:	Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.
Probation:	The post is subject to a 3-month probationary period. Following successful completion of the probationary period the notice period will be 3 months.
Sick pay:	Employees are entitled to 1 month's full pay and 1 month's half pay within any 12-month period. In the first year of employment, this entitlement is pro rata to their length of service.
Right to work:	Applicants must have the right to work in the UK. Proof of right to work will be required at interview.

About Together

Together (Scottish Alliance for Children's Rights) has a vision of Scotland becoming a place where all babies, children and young people can grow up in an atmosphere of happiness, love and

understanding. To achieve this, we work with our membership to take action to ensure that babies, children and young people growing up in Scotland have all their human rights respected, protected, and fulfilled, all the time. Our three strategic priorities reflect a holistic approach to achieving our mission, focusing on proactive measures, responsive actions, and building the strength of the children's rights community to ensure the rights of every baby, child and young person in Scotland. Together is at the forefront of influencing policy, enhancing understanding, and ensuring the integration of children's rights across all aspects of life in Scotland, making us a pivotal voice and authority on children's rights.

Our values

- **Courageous:** We are independent, and we challenge when we need to. We always stand up for children's human rights.
- **Collaborative:** We involve, engage, and consult our members, children and young people, parents and carers. We are representative, open, and transparent in all we do.
- **Constructive:** We do things in a respectful way. We support all those we work with and for to reach their full potential.
- **Inclusive:** We actively enable everyone to participate equally and with dignity, especially those babies, children and young people whose rights are most at risk.
- **Creative:** We bring fun and creativity to everything we do, embracing imaginative and innovative thinking.