

Royal Association for Deaf People

Job Description

Social Policy Officer

Reports to: Legal Services Supervisor
Immediate Staff: None

1 Main purposes of the job

To provide support to RAD in social policy and strategy development and implementation. This involves extensive liaison with partners within the social policy consultation network including a range of both statutory and voluntary groups, interviewing clients on relevant social policy issues, producing reports, and facilitating the inclusion of deaf people in forums, consultations and events.

2 Core Activities

- 2.1 To work in partnership with lead agencies to develop new and where appropriate revise existing social policies and supporting procedures and ensure they are implemented;
- 2.2 Monitoring and reporting on progress against the implementation of a range of strategies, policy documents and action plans;
- 2.3 To conduct, support and report on social policy research work;
- 2.4 To co-ordinate RAD's response to national, regional and local social policy related consultations and plans;
- 2.5 To represent RAD on a range of both local and countrywide consultative and working groups relating to social policy issues;
- 2.6 To keep the Legal Services Supervisor informed of developments in the field of social policy, and other issues affecting your work;
- 2.7 To work as a team, and to share information plus any changes that you become aware of affecting legal advice work;
- 2.8 To attend meetings, conferences and training at the direction of the Legal Services Supervisor, with a view to improving Deaf people's access to legal services;
- 2.9 To adhere to RAD's Equal Opportunities Policy, and other policies as outlined in the Staff Handbook and the RAD Legal Services Handbook; and
- 2.10 To carry out any other duties which are deemed appropriate by the Legal Services Supervisor.

Key Internal Relationships

- Legal Services Supervisor
- Caseworkers
- Administrator
- RAD staff working at centres where you are based
- Volunteers

Person Specification – Social Policy Officer

Skills and Knowledge	<p>Ability to work on a number of projects with varying deadlines simultaneously (multi-tasking)</p> <p>Ability to work as a team and independently</p> <p>Excellent written communication skills for diverse audiences,</p> <p>Excellent presentation skills</p> <p>Ability to take and follow through work projects on own initiative</p> <p>Proven research and analytical skills and the ability to explain findings in writing and verbally</p> <p>Knowledge of social policy, employment policy or practice for D/deaf and hard of hearing people</p>
Experience	<p>Policy work on D/deaf and hard of hearing people</p> <p>Research work within the voluntary or public sector, such as case studies, profiles and qualitative data</p> <p>Project work to strict deadlines</p> <p>Experience of using Windows-based IT packages, including MS Word, Excel, Access, and PowerPoint</p>
Qualifications	<p>Degree or equivalent by experience</p> <p>BSL Level 2 or BSL NVQ 3 or their equivalent, or a willingness to learn BSL</p>
Other	<p>A commitment to equal opportunities</p> <p>Willingness to travel to meetings in and outside of London</p>