

Job Description

Job title: Student Intern Policy Officer – Children’s Commissioner

Reports to: Children’s Commissioner

Department: Office of the Children’s Commissioner

Grade: standard rate for non-states worker £70 per day

1. Job Purpose

To support the specialist policy function within the Office of the Children’s Commissioner providing policy support to the Children’s Commissioner.

To gather, monitor and analyse evidence and policy development to inform our work and evidence base and identify opportunities to further the strategic objectives of the Children’s Commissioner.

2. Principal Accountabilities

- To work with the Office of the Children’s Commissioner to research and present evidence in order to shape and influence policy
- To undertake research projects to support the Office of the Children’s Commissioner to develop policy position statements and briefings
- To conduct desk-based analysis of policy and policy proposals. To scrutinise existing policy and formulate reasoned and evidence-based arguments justifying change
- To provide the Children’s Commissioner with clear and concise reports and recommendations
- To synthesise complex policy problems into clear analysis and simple language
- Write and produce fluently argued, highly credible policy reports and briefings under the direction of the Policy Principal

3. Knowledge and Experience

The student intern will:

- be working towards a first degree or masters degree in a relevant field with a focus on children and children’s rights
- have evidence of emerging research, communication and presentation skills with the ability to produce credible reports
- have knowledge of the Island’s economy, its social and political issues and a sensitivity to the strategic, legislative and political framework of the States of Jersey

- have a good knowledge of statistical analysis
- have a thorough knowledge of relevant business software products
- be committed to promoting and protecting children's rights