Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Funding Policy Officer (Student Support)**

**Salary in the range (E2) – £32,883 - £38,724 per annum**

Reporting to the Senior Policy / Analysis Officer within Finance, this role involves assisting in the development, preparation and delivery of all student support related policies and associated funding allocations, as well as responding to enquiries relating to student support guidance from the college sector, students already studying and prospective students seeking information about accessing funds to support their studies.

Key responsibilities of this post include to develop and maintain policy advice and draft guidance; draft documents for senior management and other stakeholders; prepare agendas and advice for meetings and committees as required; and plan / coordinate sector workshops and seminars.

As well as providing advice, guidance and support, the post holder will be expected to develop close working relationships with internal and external stakeholders and represent SFC on relevant committees and working groups as necessary.

The role involves liaison with key agencies involved in student finance and student welfare, working collaboratively and in partnership with colleagues in Scottish Government, Student Award Agency Scotland (SAAS), Colleges Scotland and College Development Network. Therefore, it would be important to develop a basic understanding of the interaction between the SFC’s student support policies and broader, contextual policies such as from Scottish Government, other student support and funding systems, including the benefits system (and tax credits) and immigration regulations.

Qualified to at least SCQF Level 9 (Degree) or equivalent level experience, the successful candidate will be expected to deal with student funding queries in a professional and sensitive manner, as well as build effective stakeholder relationships. Therefore, good interpersonal skills are essential, as is the ability to plan complex pieces of work and coordinate their implementation with a number of
different stakeholders. This role also requires the post holder to work well under pressure, with the flexibility to manage a diverse range of priorities and react positively to change. Candidates must also have effective organisational skills (including good personal management), sound IT skills (MS Outlook / Word / Excel) and a good level of oral and written communication skills.

Experience of policy development or implementation would be desirable, but as a minimum candidates must have the ability to think about how the work of the Finance Directorate (particularly the Funding Policy and Student Support teams) can have wider implications for other policy areas.

Knowledge of the further and/or higher education sector in Scotland would also be desirable, as would a familiarity with Universal Credit and other aspects of benefits / social security systems.

SFC is a friendly, welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from candidates with disabilities and those from minority ethnic communities are encouraged. We will consider flexible working arrangements for this position.

This role is normally based in our Edinburgh office. As a result of the COVID-19 pandemic, all SFC staff are still currently working from home for the time being. Please apply by submitting an SFC application form. (We do not accept CVs). Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 9am on Monday 1 November 2021. It is intended that remote interviews will take place between 10 and 16 November 2021.

_committed to equality of opportunity_