



Beards & Books Policy Officer



This role is all about reviewing, drafting and updating our policies to ensure we are compliant with the law and follow good practice.

Policies protect internal and external stakeholders and keeps our organisation reputable and accountable to all.

-The role includes reviewing policies and updating them if necessary

-Drafting out policies to ensure we are up to date with current standards

-Ensuring our volunteers and external volunteers understand our policies and agree to adhere to our standards.

-Ensuring our contracts and terms and conditions are up to date

-Liaising with our legal partners and representing Beards and Books with external organisations

-Creating small training provisions for volunteers

What skills do I need?

You will need a fine eye for detail

You will need the ability to critically analyse documents

You will need to be organised and reliable

You will need to be an effective communicator

You will need to be confident and professional

You will need to be proactive and use your initiative whilst completing paperwork.



What will you gain?

You will gain real experience working for a fast paced social enterprise. You will learn about how policies work within third sector organisations. You will gain experience in developing your own writing style. You will gain writing experience in a professional environment.



Training and support

You will be given full training on our database which we use

You will be supervised throughout your volunteering experience

You will be given feedback/ coaching throughout your volunteering

You will be given induction training to get you up to speed

