

Scope of work:

2 Opportunities

POLICY OFFICER

Reports to: Executive Director

The Policy Officer assists in developing, implementing and monitoring the Strategic Plan of SLF.

The Policy Officer is also tasked with developing and reviewing organizational policies, collecting, analysing and compiling data on social, economic and political issues.

Why You'll Enjoy This Role

As our Policy Officer, you will help undertake critical review and research of key pieces of legislation, policies and programmes that affect LGBTQI Youth. You will gain invaluable experience as part of a world-recognised team that conducts pioneering research and development in Trinidad and Tobago.

Key Responsibilities & Duties


- Assist in the development, implementation and monitoring the Strategic Plan of SLF, in collaboration with other key personnel;
- Assist in developing and reviewing policies which affect the work of SLF;
- Collect, analyse and compile data on social, economic and political issues, including but not limited to LGBTQ+ issues, gender issues and education reform;
- Prepare documents, working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem-solving;
- Perform tasks that may be assigned from time to time by the Board of Directors;

Qualifications & Experience

- A Bachelor of Science degree in a Social Science, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management will be an asset but is not required.
- While volunteerism is open to all – including non-graduates – a proven track record in policy issues is advantageous, although a strong desire to become involved in and undertake policy development, planning, research and evaluation will be considered.

1/2

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

 Please consume responsibly and consider our environment before printing this document.

© 2020 The Silver Lining Foundation, Inc. All Rights Reserved.



Scope of work:

2 Opportunities

POLICY OFFICER

Desired Knowledge, Skills & Abilities

- Working knowledge of public policy planning, research methods and evaluation techniques and mechanisms;
- Working knowledge of LGBTQ+ issues, gender issues and the education sector;
- Excellent communication skills;
- Good project management skills;

Equal Opportunity

The Silver Lining Foundation (SLF) is an equal opportunity organisation and prohibits discrimination and harassment of any kind: SLF is committed to the principle of equal employment opportunity for all employees, volunteers and applicants and to providing everyone with a work environment free of discrimination and harassment.

All decisions at SLF are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in Trinidad and Tobago.

SLF will not tolerate discrimination or harassment based on any of these characteristics.


The submission deadline is **Sunday, Jan 31st 2021** at 11:00 pm (GMT -4).

Apply online: <https://silverliningtt.com/volunteer>.

[Apply Online](https://silverliningtt.com/volunteer)

2/2

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

 Please consume responsibly and consider our environment before printing this document.

© 2020 The Silver Lining Foundation, Inc. All Rights Reserved.

