



## Programme Officer (ESAW - councils)

### Job description

**Hours:** 34 hours per week

**Salary:** £28,463

**Pension:** 10% employer contribution

**Location:** 166 Buchanan Street, Glasgow, G1 2LW (homeworking while Covid-19 restrictions are in place)

**Responsible to:** Programme Manager

The post is fixed term, funded until 30 September 2023, with potential extension depending on funding.

### Purpose

To deliver the expansion of Close the Gap's employer accreditation programme, Equally Safe at Work, in Scotland's local government, building on the successful pilot. Equally Safe at Work enables employers to develop improved gender-sensitive employment practice to advance gender equality at work and prevent violence against women.

### Main duties:

- Work with local government employers to deliver an expansion of Equally Safe at Work with six local authorities and provide advice and guidance to support employers to gain accreditation.
- Support an advisory group of stakeholders from national organisations who will be providing advice and guidance on the pilot and deliver progress updates to the group.
- Design and deliver opportunities to share learning between employers.



- Build and maintain relationships with local government employers and stakeholders, violence against women organisations, and other relevant stakeholders.
- Develop and deliver appropriate scoping, engagement and dissemination events, suitable for policymakers, stakeholders, and employers.
- Produce reports that are appropriate to the advisory group, policymakers, stakeholders, and employers.
- Develop and disseminate Equally Safe at Work publications and promotional materials.
- Support data gathering to inform monitoring and evaluation.
- Work closely with Close the Gap colleagues, contributing to work that will advance women's labour market equality.
- Carry out any other duties required by the Executive Director commensurate with the post.

## Person specification

### Essential

- Good understanding of women's inequality in Scotland's labour market.
- A gendered analysis of violence against women and girls.
- Knowledge of public sector employment practice in Scotland.
- Effective written communication skills including the ability to write reports and materials for publication for a range of audiences.
- Sound verbal communication skills including delivering presentations, and the ability to deal competently with people at all levels.
- Experience of building and managing relationships with a wide range of partners.
- Experience of influencing stakeholders to enable change.
- Ability to use judgement and discretion when addressing a variety of problems and/or scenarios.
- Excellent organising and analytical skills.
- Ability to plan, manage and prioritise workload while meeting deadlines.
- Ability to self-motivate and work effectively as part of a small team.
- Commitment to women's labour market equality.



## Desirable

- Experience of developing and delivering training.
- Experience of working to influence employers and/or delivering an employer accreditation programme.
- Knowledge of Scotland's violence against women sector, and *Equally Safe*, Scotland's violence against women and girls strategy.

