



Programme Officer (Equally Safe Employer Accreditation)

Job description

Purpose

To develop and pilot an accreditation programme to support public sector employers to implement Equally Safe, Scotland's violence against women strategy. The strategy recognises that violence against women is a cause and consequence of gender inequality, and that tackling women's labour market inequality will reduce violence against women.

Responsible to: The Executive Director

Location: 166 Buchanan Street, Glasgow, G1 2LW

Main duties:

- Develop an Equally Safe employer accreditation programme, and pilot with three local authority employers.
- Support an advisory group of stakeholders from national organisations who will be providing advice and guidance on the pilot, which will include delivering progress updates to the group.
- Build and maintain relationships with local government employers and stakeholders, violence against women organisations, and other relevant stakeholders.
- Develop and deliver appropriate scoping and dissemination events, suitable for policymakers, stakeholders, and employers.
- Produce reports on the pilot that are appropriate to the advisory group, policymakers, stakeholders, and employers.
- Develop and disseminate accreditation programme publications and promotional materials.

- Develop data gathering systems to inform the pilot evaluation.
- Work closely with Close the Gap colleagues, contributing to work that will advance women's labour market equality.

Person specification

Essential

- Excellent understanding of women's inequality in Scotland's labour market.
- 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.
- Verbal communication skills including delivering presentations, and the ability to deal competently with people at all levels.
- Ability to build and manage relationships with a wide range of partners.
- Influencing and persuasion skills.
- Ability to use judgement and discretion when addressing a variety of problems and/or scenarios.
- Excellent organisational 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.
- A gendered analysis of violence against women and girls.
- Commitment to women's labour market equality.

Desirable

- 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.