

# Policy Coordinator – Guidance for applicants

September 2019

If you require this application pack in another format, for example in large print, please contact Lynne Davies at the Equality Network, by email at [lynne@equality-network.org](mailto:lynne@equality-network.org) or by phone on 0131 467 6039.

Thank you for considering an application for the Policy Coordinator post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline terms and conditions;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Lynne Davies at [lynne@equality-network.org](mailto:lynne@equality-network.org) or on 0131 467 6039.

**Please note that the deadline for us to receive applications for this post is 9.00 am, Friday 4<sup>th</sup> October 2019.**

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Lynne Davies as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification.

Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us or printed. If it is handwritten, please ensure that it is legible and is written in black ink, because we will be photocopying it. The person specification for the post includes strong written communication skills, and the standard of writing on the application form, including the organisation of material, clarity, spelling and grammar, will also be taken into account in shortlisting.

Please send your completed application form to us, either by email to [lynne@equality-network.org](mailto:lynne@equality-network.org) or by post to: Lynne Davies, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR, with the envelope marked "Confidential".

Please also complete the diversity monitoring form and return it to us by email to [diversity@equality-network.org](mailto:diversity@equality-network.org) or by post to Diversity Monitoring, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR.

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

**Please ensure that your completed application form reaches us by the deadline of 9.00 am, Friday 4<sup>th</sup> October 2019.**

On receipt of your application form, it will be given an identifying code, and the first three pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted within two weeks of the application deadline. Interviews will take place in the week starting 21<sup>st</sup> October. If you are invited for interview, we will offer you reasonable travel expenses to enable you to attend.

# Policy Coordinator

## Background information

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### The Equality Network

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ eleven staff, at our office in Leith, Edinburgh. We also have a number of sessional workers, and volunteers help with a variety of our work.

Our work includes LGBTI national policy development and influence, community development and engagement, research and consultancy, information and training on LGBTI equality, and we also have specific work focussed on trans equality, intersex equality, and intersectional equality including for minority ethnic and disabled LGBTI people.

[www.equality-network.org](http://www.equality-network.org)  
@LGBTIScotland on twitter

### Our policy development and influence work

The Equality Network has a long record of highly effective work influencing and informing relevant national policy making in Scotland. The aim of this work is to promote equality and reduce discrimination faced by LGBTI people, in the law, in public services and in society more widely. We seek to bring about change by working with government, parliament and other policy influencers including the media.

We engage widely with LGBTI communities across Scotland to inform the work. We provide information to LGBTI communities and groups about national law and policy, and about proposals to change these, and we support diverse LGBTI communities and groups to engage with policy makers on these issues.

Key policy priorities for us at present include reform of gender recognition law, reducing social prejudice against LGBTI people, reducing hate crime, improving public services, and developing equality policy for intersex people.

The Policy Coordinator post is funded by the Scottish Government Equality Unit.

# Policy Coordinator

## Job description

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### Accountability

The Policy Coordinator reports to the Director of the Equality Network.

The Policy Coordinator will be responsible for supervising a sessional staff member working on intersex equality, and may also supervise one or more volunteers to assist with our policy work.

### Principal role

The Policy Coordinator will deliver LGBTI equality policy development and influence work. This will involve working with policy makers and influencers (including the media) at Scottish and UK level, consulting with LGBTI people in Scotland on equality issues and priorities, providing information on national policy issues to LGBTI people in Scotland, and supporting them to engage directly with national policy makers and influencers.

### Key responsibilities

- To develop and maintain expertise on national policy relating to LGBTI equality issues.
- To maintain awareness of LGBTI equality evidence and good practice.
- To develop, in consultation with relevant other staff, the Equality Network's policy positions on LGBTI equality issues.
- To monitor progress and developments in national policy, and identify opportunities for influence.

- To influence national policy relating to LGBTI equality, using written briefings, consultation responses, meetings with policy makers, the media and other channels.
- To identify key policy makers on issues relating to LGBTI equality, including MSPs, MPs, government officials, media people and others, and to build relationships of trust with them.
- To develop and maintain effective partnership work on national policy, with the other national LGBTI organisations and with other equality and human rights organisations.
- To consult with, and research the experience and views of, diverse LGBTI people and groups across Scotland, about LGBTI equality issues and priorities, via surveys and community meetings.
- To produce reports of the results of consultation and research.
- To provide accurate and accessible information for diverse LGBTI people and groups across Scotland about national policy developments affecting LGBTI equality via online and written media.
- To support LGBTI people and groups across Scotland to directly engage with national policy makers and influencers on LGBTI equality issues.
- To ensure that the project's engagement with LGBTI people and groups as far as possible reaches diverse parts of the community, with specific consideration of the need to reach trans people, intersex people, bisexual people, minority ethnic and minority faith LGBTI people, disabled LGBTI people and LGBTI people in rural areas.
- To supervise and support the sessional staff member delivering our intersex equality work.
- To recruit and support one or more volunteers to assist with the work.
- To maintain a record of work done, and to evaluate its outcomes and effectiveness, in order to report on this to LGBTI people and groups and to funders.

## Demands

- The post holder will be expected to manage their own workload, act on their own initiative, and meet project milestones within an agreed timeframe.
- The post holder will be expected to manage the expenditure associated with the work, within an agreed budget.
- The project addresses issues that are political and controversial. The post holder will need to handle these issues astutely and diplomatically, and with party political impartiality.
- The post holder will be expected to represent the Equality Network professionally and effectively to external stakeholders including policy makers, LGBTI communities and partner agencies.
- The post involves meetings and other work outwith the office, including occasional overnight stays. Exceptionally, this may be outwith the UK, for no more than a few days.

## General responsibilities

- To work collaboratively as part of the Equality Network staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Equality Network.
- To maintain good relationships with colleagues, volunteers, and other stakeholders.
- To comply with the policies of the Equality Network.
- To undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

# Policy Coordinator

## Person specification

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### Essential

1. A strong understanding of equality, discrimination and human rights issues in the law and national policy, in particular as they relate to LGBTI people.
2. A strong understanding of Scottish and UK political structures and processes including the Scottish and UK governments and parliaments.
3. Strong written and oral communication skills including an ability to effectively advocate and make the case for change, to explain issues in accessible terms, and to match communication style to different audiences.
4. Strong interpersonal skills including the ability and flexibility to work cooperatively and to rise above political, ideological and other differences, to build relationships and work effectively with a wide range of stakeholders.
5. An ability to work on their own initiative and organise a programme of concurrent work and activities, within a budget.
6. Experience of management of staff or volunteers.
7. Computer literate, including experience of using social media.

### Desirable

8. Experience of campaigning.
9. Experience of community survey or consultation work.
10. Understanding of intersectional equality issues.
11. Experience of working under pressure in a fast-changing situation where flexibility is required.



# Policy Coordinator

## Outline terms and conditions of post

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Place of work	Based at the Equality Network office, at 30 Bernard Street, Edinburgh, EH6 6PR, but will require travel to events and meetings in other places, including occasional overnight stays. Exceptionally, this may be outwith the UK, for no more than a few days.
Employment period	This post is currently funded until 30 <sup>th</sup> June 2020, but we intend to continue it after that date subject to renewal of funding.
Hours of work	Full time: 35 hours per week It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working will be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.
Salary	The annual salary is £29,917 (SJC point 31, AP5.1), depending on skills and experience. Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation. Salary is paid monthly in arrears, on 25 <sup>th</sup> of the month.
Annual leave	The leave entitlement is 35 days per year which includes public holiday entitlement. The leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.
Probationary and notice periods	The post is subject to a three month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.

- Pension            The Equality Network will contribute a sum equal to 8% of your salary to a pension scheme with the Equality Network's group provider, or with another provider of your choice.
- Sick pay            During the probationary period, sick pay will be at the Director's discretion.  
After successful completion of the probationary period, full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 4 weeks, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.