

Supporting a thriving Parliamentary democracy

Job Title:	Senior Education and Engagement Officer (Scotland)
Salary:	30,452 per annum pro rata (Band B2)
Team:	Participation
Number of Posts:	1
Contract Type/Duration:	Permanent

Team Information

The Participation Team works to engage citizens and shape Parliament in the interests of the public. We reach out to communities and audiences across the UK, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering people to have a voice. Our well-established public engagement activities continue to expand, reaching over 1.5 million people every year; of these, about 500,000 are directly engaging in activities in Westminster and over 1 million in outreach and engagement activities across the UK.

Job Information

The Senior Education and Engagement Outreach Officer (Scotland) role engages and educates the public through face to face and/or digital delivery. Working with schools and community groups across Scotland to engage with the UK Parliament.

The holder of this exciting position will establish opportunities to deliver inspiring and informative outreach sessions to a range of community and school audiences. The community work will focus particularly on those who are disengaged or disaffected from political engagement.

The majority of the time will be spent delivering sessions across Scotland. The officer will take responsibility for organising and managing their own time but this will include some evening and weekend work. There will be a team day in Westminster once a month.

The officer will build relationships with key partners and stakeholders to deliver community and school outreach workshops.

The Education and Engagement Service works with schools and communities across the UK to increase public understanding of, and engagement with, the UK Parliament.

We do this by:

- Demonstrating how the UK Parliament affects people's day-to-day lives
- Exploring how the UK Parliament works as a vehicle for change, and equipping people to campaign effectively
- Engaging with people who the UK Parliament has not yet reached
- Adding value to the business of the UK Parliament by diversifying the range of people who engage and participate

There is no line management.

Responsibilities

- To organise and deliver engaging sessions about the work of the UK Parliament to schools, students in Higher and Further Education and community groups.
- To contribute to the expansion of the outreach programme within Scotland by building new and maintaining existing links with schools, colleges and community groups, identifying new opportunities for engagement and arranging and attending meetings with contacts.
- To take part in CPD training and team meetings with colleagues, to ensure up-to-date knowledge and understanding of Parliament. To liaise with key stakeholders including MPs, Peers and their staff as appropriate.
- To contribute to the effective and regular evaluation of outreach engagement activities.
- To carry out admin duties as required.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

Hours

(Part-time)

The net working hours will be 0.8 FTE per week. We are open to requests of flexible working, and discussion of increased or reduced hours will be made with the successful applicant.

Net conditioned full-time working hours for staff of the House are usually 36 hours per week, excluding meal breaks.

Shift Work

The exact times of attendance will be agreed with line management.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please reach out to the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Criterion 1

Excellent oral communication and presentation skills, with the ability to effectively communicate complex concepts and information to a range of audiences those who are less likely to have high levels of knowledge about Parliament.

Experience of using PowerPoint to present and a willingness to embrace new technologies to engage audiences

Criterion 2

Ability to network, a proven track record of initiating and maintaining effective working relationships with schools, third sector bodies and networks, campaigning organisations, or community groups in Scotland.

Criterion 3

An understanding and knowledge of working across communities in Scotland.

A passion for engaging people with the work of the UK Parliament

Criterion 4

Effective organisation and time-management skills to manage own bookings, diary and monitoring information.

Criterion 5

Excellent interpersonal skills with the ability to exercise tact, discretion and diplomacy.

Criterion 6

A commitment to upholding the values of equality, diversity and inclusion always. A commitment to work with diverse audiences.
