

Development Officer (Equal Representation)

Job Description

Salary: £25,461.65

Pension: 8% employer contribution

Hours: Full time - 35 hours / week

Leave entitlement: 38 days (including public holidays)

Location: 10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ (home working during the Covid-19 pandemic)

Responsible to: The Head of Development

This post is funded for one year and it is not expected to be extended.

Purpose:

To increase the representation of diverse women within political parties by working directly with political parties and equalities organisations to identify opportunities for online activism and organising through the [Equal Representation in Political Parties tool](#) .

Specific duties:

- To establish relationships with key figures in political parties, including women's and equality officers and national and regional level;
- To host webinars to demonstrate how to use the tool;
- To provide ongoing support for parties to enable them to use the tool effectively;
- To collate qualitative evidence about use of the online tool;

- To gather information on any other inclusion initiatives being undertaken by political parties;
- To chart the impact of the tool;
- To update the online tool and app to reflect best practice and include case studies.

Person Specification

Essential Criteria:

- A sound understanding of how political parties function;
- Experience of designing and delivering training;
- A sound understanding of intersectionality and how women experience multiple discriminations;
- Experience of developing effective partnerships;
- Ability to collate and analyse data;
- Clear writing style, and ability to communicate complex issues simply;
- Excellent inter-personal and communication skills;
- Verbal communication skills, including delivering presentations;
- Excellent organisational skills and the ability to prioritise workloads and meet targets;
- Ability to evaluate resources and initiatives.

Desirable Criteria:

- Experience of networking at a national and local level;
- Experience of political activism;
- Demonstrable commitment to equality across all protected characteristics.