|  |
| --- |
| **Application Pack** |

**Senior Campaigns Officer**

**Contract: Full-time Permanent**

**Salary: £33,384 – £38,603 per annum (Grade E)**

Contained within this pack you will find:

* Cover letter
* How to apply - advice on completing your Application Form
* Job Description/Person Specification
* Working at SCIAF
* Application Form
* Applicant Monitoring Form

April 2021

Dear Applicant

**Senior Campaigns Officer**

Thank you for your enquiry about the above vacancy at SCIAF. Please find enclosed further details, which will aid you in your application.

This pack contains all the information you will need to apply. Please ensure you read the guidance on how to apply before you complete the application form. It is important that you demonstrate how your skills and experience match those outlined in the person specification, as this information will be used to facilitate the shortlisting process for interviews.

You should return your completed application by email to recruitment@sciaf.org.uk. We also ask that you attach a completed copy of our applicant monitoring form, which is contained in your pack.

**Completed application forms must be received by 5 00 pm on 20 April 2021. (Please note: CVs will not be considered).**

I would like to take the opportunity to thank you for the interest you have shown in our work. If you have any queries about the selection process, please do not hesitate to contact me.

Yours sincerely

Mairi Sherry

HR Co-ordinator

**How to apply - advice on completing your application form**

*Please read these notes carefully before completing your application form.*

**Introduction**

Application forms are the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on the information contained within these forms. These advice notes are intended to help you complete your form effectively.

**General points**

* Complete the form in type or back ink. We will need to copy the form and this will help us to do so effectively.
* Before you fill out the application form, read all the information provided to you in the application pack.
* It is a good idea to make a draft before you complete the application form, and keep a copy of your final draft for your information.
* Please tell us what vacancy you are applying for and where you saw this advertised. This helps us assess our advertising methods.

**The job description and person specification**

Contained within the application pack is a job description and person specification. The job description describes the role purpose and key responsibilities of the role. The person specification gives details of the experience, knowledge, skills and abilities needed to do the job. This is perhaps the most crucial document to refer to when completing the application form. Think about whether you have the knowledge, qualities and experience to match this. Ensure that you demonstrate this in the application form, by giving short examples as evidence to back up any statements that you make. For example, I organised a new filing system for the department in May 2019, which required me to think logically and achieve the task within a set deadline.

**THE FORM**

**Qualifications & training**

As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed. If you are invited for interview you may be asked to produce evidence of your qualifications.

**Employment history**

This information may be used to assess whether or not you meet the experience required for the role. Please give details to the nearest month and year of pervious jobs held, and account for any gaps in your employment history.

**Overseas experience**

Please detail your experience of working overseas.

**Voluntary experience**

Some people have developed relevant skills through voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

**Languages**

Please outline your knowledge of languages.

**Eligibility to work in the UK**

Under the Asylum & Immigration Act SCIAF has a responsibility to ensure that all employees are eligible to work in the UK. Consequently, before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK. We confirm that SCIAF cannot be a sponsoring employer.

**References**

At least one of your referees should be your manager from your current or most recent employer. Choose people who can say something about you and your ability to perform the key responsibilities of the role. Check that those people are willing to be referees, and inform them that you have given SCIAF their name and contact details.

**Safeguarding checks**

The successful applicant for this post will be expected to satisfy the statutory PVG vetting requirements as their duties involve working with vulnerable groups. All staff who travel overseas are PVG checked. The successful applicant will also be required to sign a safeguarding self-declaration form.

SCIAF is a member of the SCHR Misconduct Scheme (the interagency scheme for the disclosure of safeguarding-related misconduct in recruitment process within the humanitarian and development sector). The successful candidate will have to provide contact detail of all employers or others who can provide a conduct statement in relation to safeguarding, over the past five years.

Any offer of employment will be subject to these satisfactory checks.

**Signing the form**

By signing the application form you are indicating that the statements you make within it are true and complete. Making a false statement on your application may affect your future employment with SCIAF.

**Returning the form**

Please keep a copy of the form for your own information. The interview will include questions about the information you have given. Please return your completed application form to Recruitment at SCIAF by the closing date. If your form arrives late, we may not be able to consider you. Remember we are only able to measure your suitability from the information you provide. If you require any further advice on any of the above, please phone Mairi Sherry on 0141 354 5555 or email recruitment@sciaf.org.uk.

|  |
| --- |
| **Senior Campaigns Officer** ***£33,384 – £38,603 per annum (Grade E)******Contract: Full-time Permanent*** ***Based: Glasgow office*** |
| **About SCIAF**SCIAF is the official overseas aid and development agency of the Catholic Church in Scotland, established in 1965 to express the commitment and concern of the Scottish Catholic community towards poor and marginalised communities across the world.SCIAF works in partnership with local and church organisations, supporting communities in eight developing countries across Africa, Asia and Latin America to bring about lasting change. SCIAF envisages a world without poverty: where the poorest not only survive but thrive; people’s dignity is ensured and rights are respected; basic needs are met and resources are shared equitably; people have control over their own lives; and those in power act for the common good.Our Public Engagement work is focused on increasing support for SCIAF through a strategy of Reflect, Act, Give – where Reflect includes our work on Development Education, Act includes Prayer and Campaigning, and Give includes both Fundraising and Volunteering. Our Influencing work integrates advocacy and policy, lobbying, popular campaigning, media work and programming in order to achieve policy change and positively impact the lives of the communities we serve. This cross-departmental role is located in the Public Engagement Department and reports to the Director of Public Engagement but is also a part of the Influencing Team (located in the Integral Human Development Department - IHDD). This complex role will take our campaigning to a new level, both in meeting SCIAF’s Influencing objectives and growing our profile with our supporters. In 2021 the postponed UN climate summit negotiations, or COP 26, comes to Glasgow (probably at least in part physically), which is an opportunity to motivate and engage new and existing supporters to exert maximum pressure on the UK and global players, to ensure that global warming does not exceed the dangerous tipping point of 1.5 degrees. Beyond 2021, this role will help to shape SCIAF campaigns into the future, ensuring that whatever we do maximises the impact of our efforts to bring about structural change and a just and green world.  |
| Relevant SCIAF strategic objectives  | 4.1.2 Political and church leaders make and implement policy decisions that build a just and green world.4.1.3 People change their lifestyles and champion action for a just and green world.   |
| Relevant departmental and team objectives | * We will work to influence political and church leaders to make and implement policy decisions through analysis and research; policy briefs and reports; input to inquiries and consultations; lobby meetings with Government and Parliamentarians in Scotland and the UK; events and collaboration with network partners including Stop Climate Chaos Scotland (SCCS), CIDSE and Caritas Internationalis (CI).
* We will use the media and supporter campaigns to amplify our voice.
* We will develop and distribute a range of campaigns that encourage people to join SCIAF and ensure people's passion for the cause and our objectives are aligned, to deepen these relationships.
* We will work closely with CI and CIDSE on common themes and positions.
 |
| Overall purpose of role | * **Campaigns are developed** at a variety of levels to attract and retain supporters
* **People are encouraged to join** our campaigns through: talks to parishes, schools and other groups, whether by the Senior Campaigns Officer and volunteers or Community Engagement staff and volunteers; a variety of digital and other media; joint pieces with other campaigns (eg Lent DM and parish packs) and single issue print campaigns (eg postcards)
* **People are encouraged to develop** the depth of their actions in support of SCIAF’s objectives through the provision of a number of options along a Supporter Journey
 |
| Reporting line | This cross-departmental role will lead, plan and deliver effective campaigning to bring about action to change the world and increase engagement with and the number of SCIAF supporters. In 2021 the Senior Campaigns Officer will: lead and manage SCIAF’s public campaigning up to, during and immediately after COP 26, mobilizing supporters and engaging all key stakeholders; and work with the Director of Public Engagement and Advocacy Manager to deliver our strategy for the period 2021-25. |
| **Direct reports** | Director of Public Engagement.Works closely with the Advocacy Manager who heads the Influencing Team. |
| **External relationships** | Volunteers |
| **Key responsibilities**  | * Our existing supporters;
* Catholics and the wider public, with a view to engaging and developing new SCIAF supporters;
* Collaboration with other agencies and alliances in the UK and overseas, including CIDSE (an international network of Catholic aid agencies) and Scottish/UK-based coalitions, including SCCS.
 |
| **Safeguarding**  | The post holder may travel overseas to less developed parts of the world as required and will therefore come into contact with children and vulnerable adults. SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory Enhanced PVG Check from Disclosure Scotland. |
| **Code of Conduct** | All staff are expected to adhere toa Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.  “Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”  |

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Qualifications** |
| Educated to at least degree level or equivalent in a relevant subject. | **** |  |
| **Experience** |
| Developing and implementing campaigning strategy |  | **** |
| Significant experience of leading popular campaigns which both engage supporters and bring about change | **** |  |
| Implementing a range of digital campaigning techniques including tracking and analysis | **** |  |
| Campaigning which recruits new supporters | **** |  |
| Using social media for campaigning | **** |  |
| International development and knowledge of current trends within the sector |  | **** |
| Working or volunteering for an international NGO |  | **** |
| Working with the media |  | **** |
| **Knowledge** |
| Understanding of how different advocacy tools and techniques can be used to influence decision makers | **** |  |
| A sound understanding and knowledge of Scottish and UK political systems | **** |  |
| A sympathetic understanding of the life, culture and structures of the Catholic Church and its Social Teaching. | **** |  |
| **Skills and Abilities** |
| Ability to turn your hand to a range of tasks to deliver results for the whole of SCIAF | **** |  |
| Excellent organisational and planning skills and ability to prioritise workloads and competing demands | **** |  |
| Excellent communications skills – able to communicate complex issues in a clear and motivating way | **** |  |
| Excellent verbal communication skills, including the ability to be persuasive in front of an audience and confidently undertake media work | **** |  |
| Strong analytical skills, and the confidence to choose the most effective course of action from a range of options | **** |  |
| Ability to network and build partnerships with other organisations | **** |  |
| Ability to self-manage, to work collaboratively with others, and to work to tight deadlines | **** |  |
| Ability to apply principles from SCIAF’s vision, mission and values to campaign communications and action materials | **** |  |
| Flexibility to work on different issues and be responsive to external events | **** |  |
| Lots of good ideas and the skills to work with others to make them happen | **** |  |
| IT skills including familiarity with Microsoft Office and some familiarity with database systems such as Raiser’s Edge and online supporter engagement systems such as Engaging Networks | **** |  |
| **Attitude** |
| Empathy with SCIAF’s vision, mission and values, and a passion for tackling international poverty at its root. | **** |  |
| Flexible approach with the ability to travel and work outside of the working day on occasion. | **** |  |
| Strategic thinker who is politically aware and can negotiate round sensitivities to influence change | **** |  |
| Helpful, positive, enthusiastic, with can-do attitude | **** |  |
| **Other** |
| Willingness to travel overseas if required. |  | **** |

**WORKING AT SCIAF**

**Salary**

Salary: £33,384 – £38,603per annum plusemployer pension contribution. Salaries are paid on the 28th of each month (or the previous banking day where that is a non-banking day) in arrears into bank or building society accounts.

**Hours of work**

Thirty-five hours per week.

**Probationary periods**

All job offers are subject to a probationary period of six months, during which time the employee’s performance is reviewed regularly. The notice period that either party needs to give in the probationary period is one week. Following the end of a satisfactory probationary period, the notice period will be one month.

**Life Assurance**

 Under the SCIAF life assurance scheme you have automatic protection based on an amount of twice your base salary, from your first day as a SCIAF employee.

**Annual leave entitlements**

The annual leave year is calculated from 1 January until 31 December. Employees are entitled to the following holidays:

* During the first 12 months of employment, four weeks accrued on a pro rata basis

at 1.67 days per month

* Starting from 1st January during one complete calendar year of service – 20 days
* After one complete calendar year of service – 21 days
* After 2 years of service – 22 days
* After 3 years of service – 23 days
* After 4 years of service – 24 days
* After 5 and subsequent years of service - 25 days

In addition, public or local holidays will be paid as follows:

|  |  |
| --- | --- |
| New Year’s Day and 2 January | - two days |
| Good Friday and Easter Monday | - two days |
| May Day | - one day |
| Spring Holiday Monday (May) | - one day |
| Glasgow Fair – July (Friday & Monday) | - two days |
| September Weekend (Friday & Monday) | - two days |
| Christmas Day and Boxing Day | - two days |

**Christmas and New Year Holiday**

In addition to annual leave and statutory holiday entitlements, all staff now also have an allowance of three days to cover the period between Christmas and New Year when the SCIAF offices are closed.  The dates of these days will vary according to which day of the week Christmas falls each year.

**Other types of leave**

SCIAF provides other paid and unpaid leave depending on service. These include enhanced employers and statutory maternity leave, up to two weeks’ statutory paternity leave and paid compassionate leave.

**Learning & Development**

SCIAF actively promotes learning and development within the organisation, with annual training plans in place for employees. Employees also have the opportunity to attend relevant sector lectures and workshops. We pay professional membership fees where relevant and subscription fees for sector or professional journals.

**Pension**

SCIAF operates a voluntary, contributory, personal pension scheme. Further details are available on request.

#####  **JOB APPLICATION FORM**

The decision to invite you to attend for interview will be based on the information you provide on this form. Applicants should refer closely to the guidance notes, job description and person specification before completing this application form. Please type or write clearly using black ink.

|  |  |
| --- | --- |
| POSITION APPLIED FOR:  | **Senior Campaigns Officer** |

|  |  |
| --- | --- |
| Where did you see this post advertised?  |  |

|  |  |
| --- | --- |
| Candidate reference no:(internal use only)  |  |

Part 1

|  |
| --- |
| **PERSONAL DETAILS** |
| Name:  | Title:  |
| Address:  Postcode:  |
| Telephone (private): Telephone (business): Email address:  |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| **Applicants with disabilities**SCIAF is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the selection process or you wish to discuss reasonable adjustments in the role itself, please contact the HR team. |
| Alternatively, you can give details here:  |

|  |
| --- |
| **Asylum & Immigration Act 1996**All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)Do you need a work permit to work in the UK? Yes [ ]  No [ ] If you need a work permit, are there any limitations or conditions on the work permit e.g. a visa with limited duration? Yes [ ]  No [ ]  |
| If yes, please give details:  |
| **Criminal Record**You are not required to disclose any conviction considered spent under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily be a bar to employment with SCIAF; it will depend on the circumstances and the relevance to the post.Do you have any criminal convictions? Yes [ ]  No [ ]  |
| If yes, please give details: |  |

|  |
| --- |
| **Notice Period** |
| If offered this post, when could you take up employment?  |  |

|  |
| --- |
| **REFEREES** |
| Please give the name and contact details of two referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a family member and you should state the capacity in which they know you. Please note SCIAF reserves the right to contact any former employer for a reference |
| Referee 1Name |  | Referee 2Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email  |  | Email  |  |
| Capacity in which they know you |   | Capacity in which they know you |  |

|  |
| --- |
| Can references now be taken up prior to interview with: |
| 1. Your first referee: Yes [ ]  No [ ]  2. Your second referee: Yes [ ]  No [ ]  |

|  |
| --- |
| **AGREEMENT** |
| I agree that any offer of employment with SCIAF is subject to satisfactory references, medical information supplied and a medical examination (if required). I confirm that the information supplied by me on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.*The information you provide on this form will only be used in accordance with the principles of GDPR. If you are appointed it will form the basis of your personal record* |
| *We would like to retain your details for a period of 6 months and contact you should a suitable alternative or future vacancy arise in the organisation. If you are happy for us to contact you within this time frame to discuss other vacancies, please tick the box opposite. If you do not tick the box, we will ensure you are not contacted for this purpose. You have the right to withdraw this consent at any time by emailing* *recruitment@sciaf.org.uk* | [ ]  |
| Signature |  |
| Date |  |

|  |
| --- |
| If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true: [ ]  |

|  |
| --- |
| **PLEASE RETURN THE COMPLETED FORM (IN WORD FORMAT) TO:****Recruitment, SCIAF, 7 West Nile Street, Glasgow, G1 2PR or via email to:****recruitment@sciaf.org.uk** |

Part 2

|  |  |
| --- | --- |
| Candidate number reference no:Internal use only  |  |

|  |
| --- |
| **QUALIFICATIONS AND TRAINING** |
| Starting with the most recent, please give details of your education, qualifications and training relevant to the application. |
| Dates attended | Type of organisation attended (school, university, college) | Qualification or training gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |
| Starting with your present or most recent job, please give a summary of all employment, including any freelance and where relevant unpaid or voluntary work. (Continue on a separate sheet if necessary). |
| Dates From:  | To: | Name of employer and nature of business, brief details of your responsibilities, salary and benefits. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Why are you applying for this role? (Maximum word limit 250) |
|  |

|  |
| --- |
| Why do you want to work at SCIAF? (Maximum word limit 250) |
|  |

|  |
| --- |
| **SKILLS, ABILITIES AND EXPERIENCE** |
| The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based on how well you demonstrate your ability to meet the essential criteria. (Maximum word limit 1,250) |
|  |

|  |
| --- |
| **LANGUAGES – written and spoken (if appropriate to role)** |
| First language: |  |
| Other Languages (please list): | Spoken level of fluency | Written level of fluency |
| Language 1: |  | Intermediate  |  |
| Language 2: |  | Intermediate  |  |
| Language 3: |  | Beginner  |  |

|  |
| --- |
| **EQUAL OPPORTUNITIES MONTORING** |

SCIAF is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. So that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would complete this monitoring slip.

|  |  |  |
| --- | --- | --- |
|  | Male | Female |
| African | [ ]  | [ ]  |
| Asian | [ ]  | [ ]  |
| Caribbean | [ ]  | [ ]  |
| Chinese | [ ]  | [ ]  |
| White European | [ ]  | [ ]  |
| White Other | [ ]  | [ ]  |
| Other (please specify) |  |  |

|  |
| --- |
| **Age Band** |
| 18 – 24  | [ ]   | 35 – 39  | [ ]  | 50 – 54  | [ ]  |
| 25 – 29  | [ ]  | 40 – 44  | [ ]  | 55 - 59  | [ ]  |
| 30 – 34  | [ ]  | 45 – 49  | [ ]  | 60+  | [ ]  |

|  |
| --- |
| **Disability** |
| Do you consider yourself to have a disability? Yes [ ]  No [ ]   |

This information will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to shortlisting.

|  |
| --- |
| **PLEASE RETURN THE COMPLETED FORM (IN WORD FORMAT) TO:****Recruitment, SCIAF, 7 West Nile Street, Glasgow, G1 2RP or via email to:****recruitment@sciaf.org.uk** |