



Programme Officer

(Equally Safe at Work – NHS, third sector and Scottish Government)

Job description

Hours: 34 hours per week

Salary: £28,463

Pension: 10% employer contribution

Location: 166 Buchanan Street, Glasgow, G1 2LW (homeworking while Covid-19 restrictions are in place)

Responsible to: Programme Manager

The post is fixed term, funded until 30 September 2023.

Purpose

To develop and pilot an Equally Safe at Work employer accreditation programme with NHS boards, third sector employers and Scottish Government. The Programme Officer will work closely with the Programme Manager to build on the delivery of the Equally Safe at Work pilot in Scotland's local government sector.

Main duties:

- Work closely with the Programme Manager to develop a tailored pilot of Equally Safe at Work with a small number of NHS boards, third sector employers, and Scottish Government.
- Support an advisory group of stakeholders from national organisations who will be providing advice and guidance on the pilot, and will include delivering progress updates to the group.



- Design and deliver opportunities to share learning between employers.
- Build and maintain relationships with employers, sectoral stakeholders, violence against women organisations, and other relevant stakeholders.
- Develop and deliver appropriate scoping, engagement 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.
- Support data gathering to inform monitoring and evaluation.
- Work closely with Close the Gap colleagues, contributing to work that will advance women's labour market equality.
- Carry out any other duties required by the Executive Director commensurate with the post.

Person specification

Essential

- Good understanding of women's inequality in Scotland's labour market.
- A gendered analysis of violence against women and girls.
- 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.
- Sound verbal communication skills including delivering presentations, and the ability to deal competently with people at all levels.
- Experience of building and manage relationships with a wide range of partners.
- Experience of influencing stakeholders to enable change.
- Ability to use judgement and discretion when addressing a variety of problems and/or scenarios.
- Excellent organising 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.



- Commitment to women's labour market equality.
- Carry out any other duties required by the Executive Director commensurate with the post.

Desirable

- Experience of developing and delivering training.
- 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.
- Knowledge of third sector employment practice.

