



Research and Evaluation Officer

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: The Executive Director

The post is fixed term, funded until 30 September 2023, with potential extension depending on funding.

Purpose

To support the delivery of Close the Gap's employer accreditation programme, Equally Safe at Work, by monitoring and evaluating its implementation in a range of sectors. Equally Safe at Work supports employers to develop gender-sensitive employment practice to advance gender equality at work and prevent violence against women. To work closely with the Programme Manager to develop and deliver an evaluation plan, and design and deliver data gathering processes for Equally Safe at Work and related work. To gather and analyse data from employers and employees to inform monitoring and evaluation.

Main duties:

- Develop and deliver an evaluation plan for the expansion of Equally Safe at Work.
- Design and manage data gathering processes to inform monitoring and evaluation.



- Distribute an employee survey which has been adapted to different sectors.
- Deliver focus groups with employees.
- Produce research and evaluation reports that are appropriate for employers, policymakers and other stakeholders.
- Identify and develop case studies on Equally Safe at Work employer activity.
- 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.
- Experience of evaluating policy and/or programmes.
- Knowledge of quantitative and qualitative research methods.
- Experience of designing and delivering surveys, interviews and focus groups.
- Ability to interpret data and communicate research findings effectively.
- Proficient written communication skills including the ability to write for a range of audiences.
- Sound verbal communication skills including in delivering presentations, and the ability to deal competently with people at all levels.
- Ability to plan, manage and prioritise workload while meeting deadlines.
- Ability to self-motivate and work effectively as part of a small team.
- Strong commitment to women's labour market equality.

Desirable

- Knowledge of theory of change methodology.
- Knowledge of public and third sector employment practice.



- Knowledge of Scotland's violence against women sector, and *Equally Safe*, Scotland's violence against women and girls strategy.

