# A picture containing logo Description automatically generatedGCVS Full Logo Blue

**JOB DESCRIPTION**

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| **Post Title:** | **TSI Equalities & Human Rights Project Development Officer (hosted by GCVS)** |
| **Hours:** | **Part time 14 hours –** |
| **Salary:** | **£28,500 annual salary pro rata** |
| **Term:** | **Permanent, subject to funding** |
| **Responsible to:** | **TSI EHR Project Manager** |
| **Location:** | **Home based/GCVS office as appropriate** |
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The post-holder will be part of a small team working nationally with the network of Third Sector Interfaces (TSIs) to improve equalities and human rights practice within the third sector. They’ll play a key role in delivering training, guidance and resources for TSIs and other third sector organisations. The programme is funded by Scottish Government through the Equality and Human Rights Fund. To ensure national coverage different posts will be employed by Glasgow Council for the Voluntary Sector (GCVS), Edinburgh Voluntary Organisations Council (EVOC) and Highland Third Sector Interface (HTSI). This post is hosted by GCVS.

This post is part of a job share with the other post-holder already in post. This part of the job-share role is likely to require to focus mainly on the training provision elements of the post.

**Specific Duties are likely to include:**

* Developing, organising and delivering training on equalities and human rights issues of relevance to the third sector
* Providing guidance and information to TSIs and third sector organisations on issues related to equalities and human rights including articulating the nuanced differences and similarities of the two themes and their application into practice
* Identifying and sharing existing guidance materials and tools of use to third sector organisations and developing new materials where they are required.
* Working with local Third Sector Interfaces in the region to identify and respond to training needs, including providing TSIs with updates on activities undertaken
* Preparing communications for distribution, including a regular project e-bulletin
* Contributing to the preparation of reports and publications
* Maintaining records as required and ensuring that all monitoring and impact measurement processes are followed

The post is part of a small team and it is anticipated that team members will need to work flexibly, using the various skills of team members to greatest effect.

**Additional Information:**

It is the nature of work at GCVS that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so those tasks which are not specifically covered in their job description are undertaken. These additional duties will normally be compatible with the regular type of work required by the post. If the additional responsibility or tasks becomes a regular or frequent part of the employee’s job it will be included in the job description in consultation with the employee.

This project is a national project and regular travel throughout the West of Scotland and occasional travel across Scotland should be expected.

### **General**

To adhere to GCVS policies and procedures, particularly those relating to equal opportunities and health and safety.

To participate in performance management, staff learning and development programmes.

**Employment conditions**

The following terms and conditions are typically offered to GCVS staff on fixed term and permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

* Annual leave entitlement: 25 days per annum and 28 days after 10 years’ service. 13.5 fixed public holidays. Pro rata for Part time employees.
* Paid sickness absence entitlement during first year of service is 4 weeks at full pay and 4 weeks at half pay, based on contractual hours and calculated on a rolling basis. This entitlement increases with service.
* Based primarily at GCVS, The Albany, Ashley Street, Glasgow
* References will be sought from previous employers prior to appointment.

**Probationary period:** 3 months with a review at 3 months. During the first 3 months the contract may be terminated with 1 weeks’ notice, thereafter it will be 4 weeks.

**Pension:** Contributory pension through Pension Trust

GCVS contributes 6% salary on condition the member of staff contributes at least 4%. This can be joined on completion of three months employment. **Life Assurance when joining the pension**: 3 times your salary payable on death in service.

**Flexi time**; GCVS operates a flexi-time system. Any additional hours or evening work required will be recompensed via flexi-time. GCVS is committed to Work-Life Balance.