**November 2021**

**Job Application Pack for Participation & Development Officer Post, Scottish Refugee & Migrant Centre, Full-Time, Fixed Term until August 2024**

Dear Applicant,

Thank you for your interest in applying for the Participation & Development Officer post at JustRight Scotland (JRS).

We are recruiting a full-time Participation & Development Officer for a fixed-term period until the end of August 2024 to help us facilitate our JustCitizens migrant advisory panel, as well as helping to connect our team of lawyers with our migration sector partners at community-based and grassroots organisations across Scotland.

Launched in 2020, our JustCitizens panel ([www.justcitizens.scot](http://www.justcitizens.scot)) is a group of 15 migrants living in Scotland from a diverse range of countries and backgrounds, working to build a broad and inclusive vision of citizenship in Scotland. From managing hospitals, to journalism, activism, advising people on their rights and much more, they bring a wealth of both personal and professional experience. They have all experienced the UK immigration system.

This is a new role, and you will be responsible for facilitating our JustCitizens panel, identifying barriers to participation and ensuring that our panel members are supported and empowered to shape our policy, influencing and campaigning strategies.

You will also work to connect our team of lawyers with community-based and grassroots organisations across Scotland, sharing frontline experience from our casework and our legal expertise, and building partnerships that secure migrants’ rights and promote a more inclusive approach to migrants in Scotland.

This role sits within our Scottish Refugee & Migrant Centre (SRMC) which provides legal advice and representation to refugees and migrants across Scotland, through collaborative projects targeting key areas of work including Children’s Rights, Women's Rights, Refugee Family Reunion and Migrant Destitution & Equalities.

You will work closely with our Head of SRMC, as well as our Director of Policy & Strategy at JustRight for All, which is our policy, research and training hub.

Candidates must have two or more years of relevant experience in an equivalent role, or a degree or qualification in a related field, such as community organising / development, advocacy or project management as well as a commitment to tackling inequality, promoting human rights and working to achieve social justice.

This job application pack contains the following information:

* About JustRight Scotland
* Job Description
* Person Specification
* Application Form
* Equality and Diversity Monitoring Form

**The closing date for applications is midnight on Friday 3rd December 2021.**

**Interviews will take place during the week commencing 13th December 2021 (please note these are provisional dates) online, via Zoom, and candidates will be expected to complete a pre-interview exercise.**

**Please email completed applications to Jenny Cook at** **recruitment@justrightscotland.org.uk** **with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Jenny Cook, JustRight Scotland, Room 1, First Floor, Libertas House, 39 St Vincent Place, Glasgow, G1 2ER.**

If you require to receive this information in a different format, or have any other questions about applying, please contact Jenny on 0141 406 5350.

Yours sincerely

**Andy Sirel**

**Partner/Legal Director**

**JustRight Scotland**

**About JustRight Scotland**

The successful candidate will be employed by JustRight Scotland (JRS) which is Scotland’s legal centre for justice and human rights. We use the law to defend and extend people’s rights.

We believe in inclusion and social justice collaboration, which means that all our projects work in areas in which gaps in access to justice lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research, and delivering training and outreach.  We aim to test new models for leveraging our legal expertise within these collaborations, and sharing what we learn along the way.

We operate **four** **centres of legal excellence**:

1. Scottish Refugee and Migrant Centre;
2. Scottish Women’s Rights Centre;
3. Scottish Anti-Trafficking and Exploitation Centre; and
4. Scottish Just Law Centre

We believe in contributing to positive change by sharing our legal expertise and the expertise of people who have lived experience of the issues we work on.

Our policy, research and training hub, **JustRight for All,** responds to policy consultations and writes policy briefings on issues that matter to our clients. We also offer public legal education and speak at outreach events, contribute to academic research and to joint monitoring and policy reports, as well as to best practice resources in the areas in which we work.

Finally, our new social enterprise, **JRS Knowhow**, aims to increase public understanding of equalities and human rights issues by creating accessible, inclusive, engaging and fun digital learning experiences. You can find further information about our vision, our values and our work at [www.justrightscotland.org.uk](http://www.justrightscotland.org.uk).

**Job Description**

**Job title:** Participation & Development Officer

**Reports to:** Head of SRMC

**Length of contract**: Full-Time, Fixed Term until August 2024

**Salary:** £22,000-£26,000 per annum (8% employer pension contribution)

**Leave:** 37.5 days (inclusive of public holidays and flexible working)

**Location**: Home-based & JRS Offices – Glasgow with possible travel around Scotland

**Job Purpose and Context:**

We are recruiting a Participation & Development Officer to help us build and support the work of our JustCitizens migrant advisory panel, as well as helping to connect our team of lawyers with our migration sector partners at community-based and grassroots organisations across Scotland.

Launched in 2020, our JustCitizens panel ([www.justcitizens.scot](http://www.justcitizens.scot)) is a group of 15 migrants living in Scotland from a diverse range of countries and backgrounds, working to build a broad and inclusive vision of citizenship in Scotland. From managing hospitals, to journalism, activism, advising people on their rights and much more, they bring a wealth of both personal and professional experience. They have all experienced the UK immigration system.

This is a new role, and you will be responsible for facilitating our JustCitizens panel, identifying barriers to participation and ensuring that our panel members are supported and empowered to shape our policy, influencing and campaigning strategies.

You will also work to connect our team of lawyers with community-based and grassroots organisations across Scotland, sharing frontline experience from our casework and our legal expertise, and building partnerships that secure migrants’ rights and promote a more inclusive approach to migrants in Scotland.

This is an exciting new role with the opportunity to help us shape how we communicate about our work publicly, how we can empower people and organisations by sharing our lived experience and professional legal expertise and how we campaign effectively for positive social change.

**Key Responsibilities:**

**SPECIFIC**

* Coordinate the design and workplan of JustCitizens, ensuring that the views of people with lived experience of migration in Scotland are heard and acted upon by decision-makers, and inform the development of our wider JRS strategies and practices.
* Lead the delivery of engaging and participatory workshops and other 1-1 and group activities, internally and externally, using principles of coproduction to design and create new outputs which advance our policy, campaigns and communications priorities and inform policy-makers.
* Build trusting relationships with participants engaging in our work through their lived experience so they feel comfortable and supported at all times, addressing the power dynamics which impact on the experiences and effectiveness of this work.
* Ensure participants are supported with relevant skills development and training opportunities to contribute happily and effectively, and identify and reduce barriers to meaningful participation.
* Build strong working relationships with our partners and stakeholders across the migration sector, to connect our resources and legal expertise with other organisations, particularly community-based and grassroots organisations, with the aim of supporting and empowering their work.
* Enhance the wider JRS team’s knowledge and practice in effective and innovative participation approaches – particularly through digital/online means.
* Maintain timely and accurate records of work undertaken, and other procedures designed to manage and track our work in a safe, efficient and effective manner as set down in the JRS operational manual and any manuals and policies designed for the organisation and/or Centres.
* Contribute to monitoring, evaluation and reporting of the impact of our participation work and outcomes for participants.
* Travel, when required, to conduct work across Scotland, UK and abroad. This includes assistance with representation at courts and tribunals, attendance at other JRS linked offices, and attendance at outreach surgeries and training venues.

**GENERAL**

* To work independently but also collaboratively with other members of the JRS team and our partners and stakeholders as required
* To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.
* To prioritise work effectively and ensure that work is completed professionally and to a high standard.
* To ensure that an inclusive, equalities and human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values of *expert, inclusive, strategic and trustworthy*.
* To conduct all work in line with JRS policies and procedures, including our Equalities and Diversity Policy.

Due to the nature of the role, the duties and responsibilities highlighted in this Description are indicative and may vary over time. You may be asked to undertake other duties and responsibilities relevant to the nature, level and scope of the role.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Essential**  | **Desirable**  |
| **Knowledge &** **Qualifications**  | 2 years’ experience in an equivalent role, or educated to Degree level in a relevant discipline, or equivalent relevant professional qualification (such as community organising / development, advocacy or project management) | X  |   |
|   | Demonstrable interest in human rights, and working to achieve social justice   | X  |   |
|   | An understanding of the experiences of refugees and migrants | X  |   |
|   | Lived experience of migration or of other structural inequalities |  | X  |
| **Skills and Experience**  | Excellent communication skills, with the ability to communicate complex issues in clear, jargon-free, language    | X  |   |
|   | Understanding of the principles and practices of participation, including mechanisms for involving people in decision-making and to sharing their expertise with others | X  |  |
|   | Experience of facilitating workshops and group conversations   |  X |   |
|   | Experience of working collaboratively with community groups on a grassroots level   |   |  X |
|  | Sound working knowledge of safeguarding for children and vulnerable adults |  X |  |
|   | Experience of working on and contributing to influencing policy    |   | X  |
|   | Experience of community organising and activism    |   | X  |
|   | Ability to complete tasks to a high standard without continuous supervision  | X  |   |
|   | Ability to work in a small team in a cooperative, flexible and supportive manner   | X  |   |
|   | Ability to manage own time by prioritising tasks and meeting competing deadlines  | X  |   |
|   | Ability to develop successful collaborative working relationships, internally and externally  | X  |   |
|   | Confident ability in use of MS Office: Outlook, Word, Excel and Powerpoint   | X  |   |
| **Qualities**  | A commitment to an inclusive, human rights-based and trauma informed approach to working with people   | X  |  |
|   | Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity  | X  |   |

**Application Form**

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

**Please email completed applications to Jenny at** **recruitment@justrightscotland.org.uk** **with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Jenny Cook, JustRight Scotland, 1/1, Libertas House, 39 St Vincent Place, Glasgow, G1 2ER.**

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**CONTACT DETAILS**

 **Name**

**Address**

**Postcode**

**Email address**

 **Phone numbers (Day) (Evening)**

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed: Date:

**EDUCATION AND TRAINING**

Please list any education and training courses undertaken that are relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Dates** | **School/College/Other** | **Course/Qualifications** |
|  |  |  |
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| --- | --- |
| **Date** | **Training (Training Providers)** |
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**WORK EXPERIENCE**

Please list all your work experience, both paid and unpaid, since leaving full time education. Start with your current or most recent employment and list the remainder in reverse order.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name/Address of Employer** | **Post or Activity & Main Duties/Responsibilities** |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

In this section, **we would like you to demonstrate how you meet the requirements for this role**.

Please outline the reasons why you are interested in this position, and demonstrate that you meet the person specification by giving specific examples which show that you have the necessary skills, knowledge and experience for the role.

Please attach additional pages if necessary, but **do not exceed** **750 words** in answering this question.

**REFEREES**

Please give the names, addresses, telephone numbers and email addresses of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.

**First Referee**

|  |  |
| --- | --- |
| Name |  |
| Title or Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person known to you? |  |

**Second Referee**

|  |  |
| --- | --- |
| Name |  |
| Title or Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person known to you? |  |

**Equality and Diversity Monitoring Form**

JustRight Scotland values equality of opportunity and supports diversity. Please help us monitor our effectiveness as an organisation committed to equal opportunities by completing this form. **Please note that filling in this form is voluntary, and not required as part of the application process.** This form will be separated from your application form and will only be used for this monitoring purpose.

|  |
| --- |
| ***If completing this electronically, double click the tick box and select “checked”*** |
| **What is your gender?** **(e.g. male / female / non-binary / prefer not to say/prefer to self-describe)** |  |
| **Do you now or have you ever considered yourself to be a transgender person?** |  **Yes** **No** **Prefer not to say** |
| **Are you married or in a civil partnership?** |  **Yes** **No** **Prefer not to say** |
| **Age:** |  **16-24 25-29** **30-34 35-39** **40-44 45-49** **50-54 55-59** **60-64 65+** **Prefer not to say** |

|  |  |
| --- | --- |
| **What is your ethnic origin?***(Ethnic origin is not about nationality, place of birth, or citizenship. It is about the ethnic group to which you perceive you belong. Please tick the appropriate box)* | ***White*****English Welsh****Scottish Northern Irish****Irish British****Gypsy/Irish Traveller** **Prefer not to say** **Any other white background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Mixed/multiple ethnic groups*****White & Black Caribbean** **White & Black African** **White & Asian**  **Prefer not to say** **Any other white/multiple background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Asian/Asian British*** **Indian Pakistani****Bangladeshi Chinese** **Prefer not to say** **Any other Asian/Asian British background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Black/African/Caribbean/Black British*** **African Caribbean** **Prefer not to say** **Any other Black/African/Caribbean/Black British background:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Other ethnic group*** **Arab** **Prefer not to say** **Any other ethnic group:** |
| **Do you consider yourself to have a disability or health condition?** **What is the effect or impact of your disability or health condition on your ability to give your best at work?** *(The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the JRS staff member responsible for this recruitment)* |  **Yes No** **Prefer not to say****Please write in here:** |
| **What is your sexual orientation?** |  **Heterosexual**  **Gay Woman/Lesbian** **Gay Man Bisexual** **Prefer not to say**  **If you prefer to use your own term, please specify here:** |
| **What is your religion or belief?** |  **No religion/belief Buddhist** **Christian Hindu** **Jewish Muslim** **Sikh Prefer not to say** **Other religion or belief:** |
| **Do you have caring responsibilities?***(Tick all that apply)* |  **None****Primary carer of a child/children (under 18)****Primary carer of disabled child/children****Primary carer of disabled adult (18 and over)****Primary carer of older person****Secondary carer (another person carries out the main caring role)****Prefer not to say** |
| **Did either of your parents (or carers) have a university education?** |  **Yes (at least one parent / carer)** **No (no parents / carers)****Prefer not to say** |