



# Job application pack

## Advocacy Manager

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## Want a job that means something, is challenging, inspiring and compassionate? Then look no further...

SCIAF is the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change.

### **Our Vision & Mission**

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps people climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike. And, with a staff of 50 people based in Glasgow, we deliver an impact far greater than our size.

### **Demonstrating love and compassion**

By joining SCIAF, you'll embark on a meaningful and impactful role, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

While we very much accept applications from people of all faiths and none, we are inspired by Catholic Social Teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow. In the workplace, this translates into an environment that is supportive, inclusive, innovative and fair – and that's why so many staff at SCIAF have stayed with us for years.

### **Diversity, Equity & Inclusion**

As an inclusive employer, we want our staff to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We're committed to diversifying our workforce across all roles and pay grades – and we've already made progress. As it stands, half of our senior management roles are held by women, but we know we have to do more. That's why we're dedicated to increasing the representation of currently under-represented groups at staff and board level.

We welcome applications from everyone and our recruitment process is open and fair. We particularly welcome applications from ethnic minority candidates.

#### **Scottish Catholic International Aid Fund**

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family. 7 West Nile Street, Glasgow G1 2PR. Tel: 0141 354 5555. Scottish Charity No: SC012302. Company No: SC197327.

<b>Job title:</b>	Advocacy Manager
<b>Contract type:</b>	Full time, permanent
<b>Salary:</b>	£44,685 - £46,859 (grade C)
<b>Location:</b>	Glasgow
<b>Department:</b>	Integral Human Development
<b>Team:</b>	Advocacy
<b>Closing date:</b>	12 noon on Thursday 27 <sup>th</sup> October 2022
<b>Interview date:</b>	Thursday 3 <sup>rd</sup> November 2022

Please return your completed application by email to [recruitment@sciaf.org.uk](mailto:recruitment@sciaf.org.uk).  
 Please note, CVs will not be considered.

### Background to the role

The purpose of IHDD, in which this post is located, is:

- Ensure the Caritas Partnership Principles underpin our work, and build authentic partnerships/relationships with all organisations and agencies with whom we work – promote ownership and localisation.
- To work with partners and the communities we serve to develop and manage high quality sustainable country programmes which directly contribute to reducing poverty and injustice and which are safe, accessible, accountable, dignified and inclusive.
- To design our country programmes and projects with the people we serve, taking account of their strengths and needs – not just financial, but also physical, natural, social, psychological, spiritual and human, in accordance with the principles of IHD.
- To maximise SCIAF's reach and impact by working through multipliers and networks. and through close collaboration with PED on SCIAF's Scotland-facing education, advocacy, campaigning and fundraising.
- To ensure our programmes and projects are sensitive to the different circumstances and needs of women and men, boy and girls, and support interventions that aim to transform gender relations so that women and men enjoy equality of rights and responsibilities.

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## Job description

### Overall purpose of role

To manage the advocacy team and lead on the development of an effective advocacy strategy that directly addresses the causes of poverty and injustice, which is rooted in the Church's social teaching and the experience of our overseas partners.

### Reporting line

Director of Integral Human Development Department

### Direct reports

- Policy and Public Affairs Officer
- Partner Advocacy Officer

### External relationships

Collaboration with other agencies and alliances in the UK and overseas. These include CIDSE (an international network of Catholic aid agencies), Caritas, Scottish and UK based coalitions.

### Key responsibilities

- Lead the development of SCIAF's advocacy strategy in the north and south and maximise its impact to directly address the root causes of poverty and injustice and bring about lasting policy change.
- Manage the advocacy team and integrate planning and delivery of policy and public affairs, campaigning and partner advocacy
- Set strategic direction for the development of a programme of support for partner advocacy and support the partner advocacy officer to lead, plan and deliver a strategy for implementation
- Set strategic direction for northern advocacy and ensure that effective influencing strategies and MEL systems are in place
- Oversee the development and implementation of public affairs events and activities which are part of our influencing strategies
- Oversee and co-ordinate the advocacy team's response to ad hoc requests for advocacy support/input, including for advocacy on emergencies
- Manage advocacy budget for networks and partners in the UK and overseas and monitor expenditure
- Monitor external trends and engage with relevant networks to identify emerging policy and advocacy opportunities.
- Represent SCIAF externally (in particular with politicians, Government Ministers etc.) as prioritised with the Head of International Programmes.
- Ensure SCIAF's advocacy work is integrated throughout SCIAF through working closely with the Head of IHDD, the Head of PED and the Senior Campaigns Officer to ensure consistency

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within the department and between IHDD and PED

- Feed in to SCIAF's overall organisational monitoring and evaluation processes
- Ensure compliance with Data Protection, Catholic Social Teaching and SCIAF's ethos at all times
- This list of duties and responsibilities is by no means exhaustive and the post holder maybe be required to undertake other relevant and appropriate duties consistent the nature of the job and the level of responsibility of the post which are subject to change. The job description is subject to regular review and appropriate modification.

### 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 to a 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
<b>Qualifications</b>		
Educated to at least degree level or equivalent in a relevant subject.	✓	
<b>Experience</b>		
Significant experience in at least one aspect of voluntary sector advocacy ie policy and public affairs, campaigns, support for partner advocacy or strategic communications - and experience of leadership in that field.	✓	
Experience of managing people.	✓	
Experience of planning, project management, monitoring and evaluation.	✓	
Experience of partnership working and collaborative approaches.	✓	

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Experience of dealing with the media.	✓	
Experience of working or travel overseas.	✓	
Experience in southern based advocacy	✓	
Experience of managing change.		✓
<b>Knowledge</b>		
Knowledge of a relevant foreign language.		✓
Knowledge of the Catholic Church's social teaching and an ability to apply it to current issues.	✓	
Proven knowledge and understanding of international development issues.	✓	
Sound knowledge of the UK/Scottish political context.	✓	
<b>Skills and Abilities</b>		
Strong interpersonal and management skills.	✓	
Able to communicate complex arguments to a wide range of audiences, including high-level decision makers	✓	
Excellent influencing, motivational and negotiation skills.	✓	
Flair for and experience of popular campaigning.		✓
<b>Attitude</b>		
Highly motivated with ability to work to deadlines, prioritise work effectively and work unsupervised.	✓	
Flexible and innovative.	✓	
Politically aware and sensitive.	✓	
A commitment to SCIAF's mission, vision and values.	✓	
<b>Other</b>		
Willing to travel and work unsocial hours.	✓	
Empathy with SCIAF's ethos, aims and objectives	✓	

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## Working at SCIAF

### Hours of work

Thirty-five hours per week.

### Flexible working

At SCIAF, we understand the benefits of flexible working which means staff can enjoy better work-life balance. Our flexible working approaches include flexitime, hybrid working and TOIL. SCIAF operates a hybrid working model which allows staff, by agreement with their line manager, to spend an agreed amount of their working time from the office in Glasgow and an agreed amount of time working remotely, usually from their home (in the UK).

### Annual leave

A generous annual leave allowance based on years of service begins at 20 days per annum for full-time staff, plus 12 statutory days, plus three additional dates between Christmas and new year. A week of additional holiday can also be purchased.

### 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.

### Pension scheme

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

### 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.

### Learning and development

SCIAF invests in improving the skills of its staff, and actively encourages everyone to broaden their understanding and knowledge through courses and training days, professional memberships and even formal qualifications.

### Probationary period

All job offers are subject to a probationary period of six months.

### Other benefits

We know that the wellbeing of our staff is vital to our work. We are enrolled in the Bike2Work scheme, and we consult with our partners to give our staff free access to GPs from anywhere in the world, free financial support, a free counselling helpline, and free expert legal advice – all 24/7, 365 days a year.