



## Engagement Officer | August 2023

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### Candidate Pack

#### Introduction

Thank you for your interest in the Engagement Officer Post at the Scottish Independent Advocacy Alliance (SIAA).

If you require this application pack or the additional documents in another format, please contact Nicola McPhail at [nicola@siaa.org.uk](mailto:nicola@siaa.org.uk). Please also let us know if you require adjustments to the application process to enable you to apply for the post.

Our small team are keen to develop a creative and innovative staff team and believe that diversity in the workforce can help us achieve this. We offer flexible and family friendly working patterns for all staff from day one. We welcome applications from all communities and groups. Disabled people who meet the essential requirements in our person specification will be guaranteed an interview.

#### Recruitment Process

The recruitment pack outlines the key information about the job details, job description and person specification, as well as the selection process and timelines you can expect.

You should also have:

- The application form.
- The diversity and equal opportunities monitoring link:  
<https://www.surveymonkey.co.uk/r/FMPVK9M>
- Privacy Statement.

Please note we do not accept CVs and require all applicants to fill out the application form by evidencing they meet the essential criteria. We require all applications to be typed and do not accept handwritten applications. This is to ensure the applications are in an accessible format for the shortlisting and interview panel.

Applicants for the post will be shortlisted by a panel of three selected from the Board of Directors and SIAA Management Staff. Each panel member will independently match the information given on the application form against the person specification. They will be looking to see that the applicant can evidence their skills, knowledge, and experience by giving practical examples. We will accept examples from volunteering and the personal lives of applicants.

The equality and diversity monitoring form will not be provided to the shortlisting or interview panel and will be solely used to assess and improve our diversity and inclusion within the staff team.

The short listing and interview panel will not have access to Section A of the application form. The short-listing and interview panel will only see Section B of the application and the person will be identified by a non-identifiable code. Once the person is selected and has agreed to interview the interview panel will have access to the name of the applicant for the purposes of the interview. The interview panel will also include a panel of three selected from the Board of Directors and SIAA Management Staff.

## Timeline of application process

Please ensure that your completed application form is sent by the deadline of **9am, Monday 25<sup>th</sup> September 2023**. As previously mentioned, Section A of the application will be removed and will not be shared with the shortlisting or interview panel. If you have asked for adjustments for the interview, Nicola McPhail will contact you to discuss the adjustments required by yourself.

Applicants who are shortlisted for interview will be contacted by **Friday 29<sup>th</sup> September**. Interviews will take place on **12<sup>th</sup> or 13<sup>th</sup> October** at The Melting Pot or via Video Conference.

## Background

### What is Independent Advocacy

[Independent advocacy](#) is about speaking up for, and standing alongside individuals or groups, and not being influenced by the views of others. Fundamentally it is about everyone having the right to a voice addressing barriers and imbalances of power, and ensuring that an [individual's human rights](#) are recognised, respected, and secured.

### The Scottish Independent Advocacy Alliance

The [Scottish Independent Advocacy Alliance \(SIAA\)](#) is a membership organisation, set up in 2002, to promote, support and advocate for independent advocacy across Scotland. SIAA's vision is a Scotland where independent advocacy is available to strengthen everyone's voices. Our aim is to actively influence, support and maintain high quality independent advocacy which uphold people's human rights.

Read more about [how SIAA advocates for independent advocacy](#).

SIAA provides support for SIAA member organisations and groups and raises awareness and understanding of independent advocacy across Scotland. SIAA is funded by the Scottish Government Participation Team.

Our current strategic goals are:

- Relationship building
- Growing grassroots independent advocacy
- Evidencing quality
- Promoting independent advocacy
- Safeguarding independence

The Engagement Officer role is a key role within SIAA and an exciting opportunity to help us to deliver our vision to ensure everyone who needs independent advocacy has access to it and independent advocacy is of the highest possible standard.

More information about the work of SIAA is available on [www.siaa.org.uk](http://www.siaa.org.uk).

## Guiding Values and Principles

SIAA requires that every member of staff be committed to promoting the values of inclusion and the equality of opportunity. SIAA expects all members of staff will hold central to their practice the ethos and principles of Independent Advocacy in all its diverse forms. These principles are outlined in the [Independent Advocacy Principles, Standards & Code of Best Practice \(2019\)](#).

## Job Details

<b>Job Title</b>	<b>Engagement Officer</b>
<b>Position Type</b>	<b>Part time (21 hours per week)</b>
<b>Starting Salary</b>	<b>£ 16,868 (Full time equivalent £27,810)</b>
<b>Responsible To</b>	<b>Development Manager</b>
<b>Contract</b>	<b>Permanent</b>
<b>Annual Leave</b>	<b>20 days increasing to 28 days plus public holidays (pro rata)</b>
<b>Staff Benefits</b>	<b>Employee Assistance Programme</b>
<b>Location</b>	<b>Edinburgh office with hybrid working options</b>
<b>Pension</b>	<b>3% employee contribution &amp; 5% employer contribution</b>

## Job description

We are looking to recruit a part-time Engagement Officer to join our team and play a key role in delivering our engagement and development work. This will include engaging with the SIAA membership across Scotland to identify needs and priorities, supporting the development of grassroots independent advocacy across Scotland, and building the capacity of the membership to become more involved and engaged at a membership and national level.

The Engagement Officer will work to strengthen the independent advocacy movement by building effective relationships across the membership through peer support and other engagement activities. The Engagement Officer will also work to understand and identify gaps in independent advocacy across Scotland.

**Your key responsibilities will be:**

- To support SIAA members, develop capacity and sustainability of independent advocacy across Scotland.
- To develop strong relationships through regular engagement with membership organisations and other key stakeholders, travel across Scotland will therefore be expected.
- Work with colleagues to plan, design and evaluate member events, peer support sessions, conferences, and AGM.
- Develop and maintain a resource of independent advocacy related materials.
- Facilitate members participation in and contribution to the advocacy map and quality framework.
- Utilise appropriate and available communication channels to ensure key messages reach target audience.
- Give presentations and talks to key stakeholders about the role of SIAA and independent advocacy.
- Work closely with the membership to understand and respond to consultations.
- Work closely with the membership or potential members around membership issues.
- Use established monitoring and evaluation tools to allow the SIAA to clearly demonstrate its impact.

**Administrative Functions**

- Maintain inventory of publications.
- Help maintain SIAA's databases.

**Overarching & Other Responsibilities**

- Work as part of a team to ensure agreed outcomes from strategic plan are achieved.
- Work in accordance with the organisation's policies and procedures.
- Work as part of the staff team: attending team meetings, undertaking supervision, and participating in the annual appraisal system.
- Occasionally carry out any other duties which may be reasonably required of the post holder relevant to the main purpose of the post.
- Valuing diversity and treating others with dignity and respect, showing sensitivity to differences, promoting, and fostering a culture where we learn from each other's unique skills, talents, and perspectives.

## Person Specification

As an experienced engagement officer, you will be able to adapt to the demands of a membership organisation and a dynamic and fast-paced sector. You will be able to work independently, using your own initiative to resolve challenges or develop opportunities. You will also know how to work in a small team, sharing information appropriately and contributing enthusiastically to the wider activities of the organisation. You will have experience in community engagement and working with a membership organisation and be committed to the ethos and guiding principles of independent advocacy.

The post holder will have the following attributes:

**Essential Criteria**

1. Outstanding verbal and written communication skills, ability to build and maintain networks and partnership with others.
2. An excellent understanding of community development practices.
3. Insight into the injustices and discrimination people and groups can face and work in ways that challenge and overcome barriers to access, equality, and justice.
4. Demonstrable knowledge of the role of the SIAA and the principles of Independent Advocacy.
5. Demonstrable knowledge of human rights and a commitment to the values of dignity and respect.
6. Confident in using a range of digital tools and platforms to communicate internally and externally, e.g. Microsoft Office, Zoom, mailing automation platforms and website Content Management Systems.
7. Excellent facilitation skills supporting group discussions/peer support both online and face to face.
8. An ability to work flexibly, autonomously, and proactively, using initiative to manage a diverse workload.
9. Raising public understanding of a specific issue or cause.
10. Able to travel throughout Scotland including occasional overnight stays.

**Desirable Criteria**

11. Experience of working for a small organisation.
12. Project management skills and/or experience.
13. Experience of designing and formatting a range of accessible documents.
14. Demonstrable knowledge of the impact of the Scottish Government, Scottish Parliament, the statutory and third sectors on the lives of individuals.