



Application Pack

Programme Officer - Equally Safe at Work

Thank you for your interest in applying for the role of Programme Officer at Close the Gap. This application pack provides you with information on the role, the benefits of working at Close the Gap, and how to submit an application.

If you require this information in another format for access needs, please contact us at info@closethegap.org.uk.

1. About Close the Gap

[Close the Gap](#) is Scotland's expert policy advocacy organisation working on women's labour market participation. Our vision is for a Scotland where all women have a good working life. We do this by influencing policymakers to develop and implement gender-competent policy around women's labour market participation; developing research and insight into women's diverse experiences of employment; producing guidance, products and services that will enable and influence employers to address the causes of gender inequality in their workplace; and designing guidance and tools to build capacity in trade union reps to advance women's workplace equality. Close the Gap has over 20 years' experience of influencing change and delivering improved outcomes for women in Scotland.

We are a small team that thrives on working collaboratively across our areas of work and value the benefits this brings to the organisation and to staff.

As an organisation whose work is focused on labour market equality, Close the Gap offers the following benefits to staff:

- Flexible working options in hours, time and location to support healthy work-life balance

- Time off in lieu policy
- A shorter working week of 34 hours
- Sector-leading employer pension contribution of 10%, with no mandatory employee contribution
- 28 days (FTE) annual leave
- 13 public holidays (FTE) including office shutdown between Christmas and New Year
- Enhanced sick pay
- Sector-leading enhanced maternity, paternity, adoption and parental pay, leave and other provisions
- Support for learning and development to enable staff to develop their knowledge, skills and experience
- A focus on staff wellbeing, including 24/7 access to free and confidential support and advice through our Employee Assistance Programme
- Support with travel costs through Railcards, where applicable
- A Living Wage and Living Hours accredited organisation

2. About Equally Safe at Work

[Equally Safe at Work](#) is Close the Gap's world-leading employer accreditation programme which enables organisations to develop improved gender-sensitive employment practice, and prevent violence against women (VAW). Equally Safe at Work's [innovative approach](#) influences employers to not only address the causes of the gender pay gap such as inflexible work and occupational segregation but also to better support victim-survivors of VAW.

Initially piloted with a group of early adopter councils, Equally Safe at Work has proven to be an effective vehicle for change. Two further pilots have recently been delivered in the NHS and third sector, taking the total number of accredited employers to 18. Almost 40 organisations are engaged in the Equally Safe at Work community of practice, all at different stages in their practice, benefiting from cross-sectoral shared learning opportunities.

This is a really exciting time to join the team, as Equally Safe at Work has recently opened up to new employers.

3. Job Description

Role: Programme Officer, Equally Safe at Work

Hours: 34 hours per week

Salary: £32,062

Pension: Sector-leading 10% employer contribution, with no mandatory employee contribution

Location: Hybrid working, with office space at the Close the Gap main office in Glasgow or in shared office space in Edinburgh. An expectation to work from the office one day per week.

Responsible to: Head of Equally Safe at Work

The post is fixed term until 31 March 2025, with likely extension subject to funding.

Close the Gap values diversity in our workforce, and we particularly encourage applications from racially minoritised people and disabled people who are currently under-represented in our team.

Flexible working options are available for this role, and we're open to part-time and jobshare applications.

About the role

To support employers across the public and third sectors in Scotland to progress gender equality and prevent violence against women, by engaging with Close the Gap's Equally Safe at Work accreditation programme. To influence employers to take action, and support the development of innovative approaches to meet the programme criteria. To build capacity in employers and relevant stakeholders on key topics related to women's labour market equality.

About you

We're looking for someone who's enthusiastic about being part of this exciting change-making programme. You'll understand how to make a persuasive argument for action, and how to convey new concepts and information to different audiences. You'll be an integral part of the team, who's proactive about getting things done, and able to think creatively in doing the job.

Main duties

- Work as part of the Equally Safe at Work team to deliver the accreditation programme to employers across the public and third sector.
- Build and maintain good relationships with employers, sectoral organisations, specialist third sector organisations, and other relevant stakeholders.
- Identify creative ways to increase awareness and understanding of the key themes of the programme such as flexible working, occupational segregation and violence against women.
- Develop and deliver in-person and online engagement and dissemination events, training sessions, workshops and webinars suitable for employers, sectoral stakeholders, and policymakers.
- Produce guidance, reports, and promotional materials, and contribute to the development of creative assets.
- Design and deliver opportunities to share learning between employers.
- Support data gathering on women's experiences of employment.
- Occasional travel to meetings and events, in line with the needs of the programme.
- 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.

4. Person Specification

Essential

- Good understanding of the causes of the gender pay gap, and how the pay gap relates to violence against women.
- Experience of building and managing relationships with a wide range of partners and stakeholders.
- Experience of influencing stakeholders to enable change.
- Ability to use judgement and discretion when addressing a variety of problems and/or scenarios.
- Effective written communication skills including the ability to write reports and materials for publication for a range of audiences.

- Sound verbal communication skills including delivering presentations, and the ability to deal competently with people at all levels.
- Excellent organising and analytical skills.
- Good planning skills, and the ability to manage and prioritise workload while meeting deadlines.
- Strong self-motivation and ability to work effectively as part of a small team.
- Commitment to women's labour market equality.

Desirable

- Experience of developing and delivering training.
- Experience of working to influence employers and/or delivering an employer accreditation programme.
- Knowledge of public, private or third sector employment practice.

5. How to Apply

The deadline for applications is Sunday 7 July 2024.

You will be notified by Tuesday 18 July 2024 if you have been selected for interview.

It is anticipated that the interviews will take place remotely during the week commencing 5 August 2024.

The recruitment process

All applications received by the deadline will be scored by a recruitment panel. Each application will be given a score based on how well they meet the criteria set out in the person specification.

If we're inviting you to interview, we'll let you know by email. We'll also inform candidates where they've been unsuccessful at this stage.

Interviews will be held during the week that is noted in the application pack and will be held remotely using either MS Teams or Zoom. We recognise that it

may be difficult to attend at a fixed time if you have other commitments such as a caring role, so we'll endeavour to find a time that suits both you and the panel, wherever possible.

If you're invited to interview, we'll ask you about your access needs.

You'll be asked to prepare a presentation and/or complete a skills-based task. Details of this will be in the invitation to interview email.

Candidates are usually interviewed by a panel of three people, two Close the Gap staff members and one external panel member with relevant experience.

All candidates will be informed by email within a week whether they have been successful at interview.

Guidelines for completing an application form

Please read the job description and person specification carefully before applying for the role. Only candidates who demonstrate that they meet the essential criteria will be considered for interview.

Applications must be submitted using the online application form on the Close the Gap website. Please do not send CVs or cover letters as these will not be considered.

Please read all the questions before starting to complete your application. You can save your application at any time and return to it later.

We recommend using each essential (and desirable where applicable) criterion as a sub-heading in your application so you can clearly demonstrate how your knowledge, skills and experience apply to each one.

Your application will be scored by how well you demonstrate that you meet the criteria for the post so it's important that you include examples and provide information on how you have gained and used your skills and experience. Please do not simply state that you have a particular skill. Your examples can be from paid or unpaid work. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work.

If you require the application form in another format to meet access needs, please contact us at info@closethegap.org.uk.

If you would like to discuss the role, please contact Kelsey Smith, Head of Equally Safe at Work, at ksmith@closethegap.org.uk.

If you have any questions about the recruitment process or the online application, you can contact us on info@closethegap.org.uk. The recruitment panel will not know that you have done this.