



Application Pack

Project Manager – From Struggle to Stability: Creating fair work for young mothers

Thank you for your interest in applying for the role of Project Manager 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 work to achieve 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. **Job Description**

Hours: 34 per week

Salary: £37,185

Pension: Sector-leading 10% employer 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 Policy & Development

The post is fixed term for two years.



Close the Gap values diversity in our workforce and particularly encourages applications from disabled people and racially minoritised people, who are current underrepresented in our team.

Flexible working options are available for this role.

The successful candidate will be required to undergo a Protection of Vulnerable Groups (PVG) check. Employment will be subject to satisfactory PVG scheme membership or an update to an existing membership in line with legal and organisational requirements.

About the role

This is an exciting opportunity to lead a partnership project to improve job quality for young mothers. Young mothers are among the most marginalised in the labour market, experiencing high levels of in-work poverty. Young mothers' poverty drives child poverty, the gender pay gap, and gender inequality more broadly. The Close the Gap and Save the Children project will gather evidence on young mothers' workplace experiences and employer attitudes to them as workers, and use this to influence employment practice and policymaking to deliver improved access to fair work. Working with a project advisory group and a lived experience group of young mothers, the project will also develop a campaign for young mothers to raise awareness of their employment rights, with the ultimate goal of reducing in-work poverty in Scotland.

About you

We're looking for someone who has proven experience in project management, and of working with multiple partners to deliver complex projects with multiple stages and timelines. You'll also have experience of commissioning and managing external research projects, and sound understanding of quantitative and qualitative methodologies. You'll be a core part of our team, able to work both independently and collaboratively, and to build strong relationships with project stakeholders. The right person for this role will be committed to tackling poverty and women's labour market inequality, and involving women with lived experience in the project.



Main duties

- Lead overall project planning, delivery and monitoring, and co-ordinate project workstreams, ensuring that interdependencies are managed.
- Co-ordinate and facilitate a project advisory group, integrating expertise and advice, and communicating delivery progress.
- Work with a young mothers' advisory group (supported by Save the Children) to oversee the project and deliver research and evaluation activities.
- Commission and oversee research on young mothers' experiences of employment and employer attitudes to young mothers, ensuring sound data collection and analysis.
- Commission and manage an external evaluation to measure impact of the project.
- Build and maintain strong relationships with key stakeholders, including project partners, young mothers, employers, and policymakers.
- Support the development of creative and accessible resources for young mothers to understand their employment rights.
- Support the development of tailored guidance and resources for employers on creating fair work for young mothers.
- Working with young mothers, partners and relevant stakeholders, develop policy recommendations informed by research findings and lived experience expertise.
- Work with colleagues and project partners to develop an influencing strategy and produce policy advocacy materials.
- Represent and champion the project in working groups, meetings, forums, and public events.
- Develop reports, blogs and other written material tailored for a range of audiences.
- Carry out any other duties required by the Executive Director commensurate with the post.

3. Person specification



Essential

- Proven experience of project management, and working with multiple partners to deliver complex projects with multiple stages and timelines.
- Experience of commissioning and managing external research projects, and sound understanding of quantitative and qualitative methodologies.
- Good understanding of the causes of the gender pay gap in Scotland.
- Excellent organisational skills and the ability to plan, manage and prioritise workload while meeting deadlines.
- Effective written communication skills including the ability to write reports and materials for a range of audiences, and convey complex information in an accessible way.
- Strong verbal communication skills including delivering presentations, and the ability to deal confidently with people at all levels.
- Experience of building and maintaining relationships with a range of partners and stakeholders.
- Ability to work independently and collaboratively, and to adapt easily to change.
- Strong analytical skills and the ability to navigate complex challenges.
- Commitment to women's labour market equality, tackling poverty and involving women with lived experience in the project.

Desirable

- Experience of working in an anti-poverty role and/or on workplace rights.
- Knowledge of UK employment law, fair work policy landscape and/or strategies to tackle gender inequality at work.
- Experience of conducting quantitative and/or qualitative research.
- Experience of working closely with those with lived experience on research and/or influencing projects.
- Experience of evaluation and impact measurement.
- Awareness and understanding of best practice in safeguarding and participation.

4. How to Apply



Electronic applications must be submitted using our online application form which you can find on our website at <https://www.closesthegap.org.uk/jobs/>. If you are unable to use an online application process, please contact us at info@closesthegap.org.uk

The deadline for applications is Sunday 23 March 2025.

You will be notified by Friday 4 April 2025 if you have been selected for interview.

It is anticipated that the interviews will take place remotely during w/c 21 April 2025.

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. You will also be asked to provide recent examples of your writing.

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



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.

You should provide evidence of how you meet each essential (and desirable where applicable) criterion so you can clearly demonstrate how your knowledge, skills and experience apply to each one. We suggest that you structure your application by using each criterion as a subheading.

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 specific examples and provide information on how you have gained and used your skills and experience. Include a reasonable level of detail so that it is clear why the example you're using is relevant. 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.

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.

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 Lindsey Millen, Head of Policy and Development, at lmillen@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.

