

# STA Community Engagement Officer Guidance for applicants

January 2019

If you require this application pack in another format, for example in large print, please contact Lynne Davies at the Equality Network, by email at [lynne@equality-network.org](mailto:lynne@equality-network.org) or by phone on 0131 467 6039.

Thank you for considering an application for the STA Community Engagement Officer post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline terms and conditions;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Lynne Davies at [lynne@equality-network.org](mailto:lynne@equality-network.org) or on 0131 467 6039.

**Please note that the deadline for us to receive applications for this post is 9.00 am, Monday 11<sup>th</sup> February 2019.**

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Lynne Davies as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification. Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us or printed. If it is handwritten, please ensure that it is legible and is written in black ink, because we will be photocopying it. The person specification for the post includes strong written communication skills, and the standard of writing on the application form, including the organisation of material, clarity, spelling and grammar, will also be taken into account in shortlisting.

Please send your completed application form to us, either by email to [lynne@equality-network.org](mailto:lynne@equality-network.org) or by post to: Lynne Davies, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR, with the envelope marked "Confidential".

Please also complete the diversity monitoring form and return it to us by email to [diversity@equality-network.org](mailto:diversity@equality-network.org) or by post to Diversity Monitoring, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR.

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

**Please ensure that your completed application form reaches us by the deadline of 9.00 am, Monday 11<sup>th</sup> February 2019.**

On receipt of your application form, it will be given an identifying code, and the first two pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted within two weeks of the application deadline. Interviews will take place in the week starting 4<sup>th</sup> March 2019. If you are invited for interview, we will offer you reasonable travel expenses to enable you to attend.

# STA Community Engagement Officer

## Background information

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### The Equality Network

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ ten staff, at our office in Leith, Edinburgh, including two staff employed full-time on the Scottish Trans Alliance project. We also have various sessional workers and volunteers.

Our work includes national policy development and influence, community development and engagement, research and consultancy, information and training on LGBTI equality, and we also have specific work focussed on trans equality, intersex equality, and intersectional equality including for minority ethnic and disabled LGBTI people.

[www.equality-network.org](http://www.equality-network.org)

@LGBTIScotland on twitter

### The Scottish Trans Alliance

The Scottish Trans Alliance (STA) is part of the Equality Network. It is a national project which began in 2007 and delivers gender identity and gender reassignment equality policy development and advice, community development and engagement, research, information and training.

[www.scottishtrans.org](http://www.scottishtrans.org)

@ScottishTrans on twitter

# STA Community Engagement Officer

## Job description

January 2019

### Accountability

The Scottish Trans Alliance (STA) Community Engagement Officer reports to the STA Manager.

### Principal role

The STA Community Engagement Officer will support the development and delivery of the Scottish Trans Alliance project to improve gender identity and gender reassignment equality, rights and inclusion in Scotland. This will involve informing, equipping and supporting transgender people to engage with equality organisations, government policy makers and other employers and service providers.

### Key responsibilities

- Develop and maintain expertise on community networks, activism and events in Scotland relating to transgender equality and human rights.
- Provide information, training, community capacity building and consultation opportunities to support transgender people to carry out inclusive, effective and resilient equality activism and engagement with equality organisations, policy makers, service providers and employers.
- Conduct and analyse focus groups and surveys of transgender people about equality issues, experiences and needs.
- Work with key external partners and with other members of the Equality Network team.
- Update and expand the STA's website, social media presence and publicity materials.

## Demands

- The post holder will be expected to handle a varied workload which may change rapidly in response to external events.
- The organisation addresses issues that are political and controversial. The post holder will be expected to handle these issues with care and with party political impartiality.
- The post holder will be expected to represent the organisation professionally and effectively to external stakeholders including policy makers, LGBTI communities and partner agencies.
- The post involves meetings and other work outwith the office, including occasional overnight stays. Exceptionally, this may be outside the UK, for no more than a few days.
- The post holder will be working in a busy, open area office on the ground floor.
- The post holder must be able to deal effectively with a wide variety of people.

## General responsibilities

- Maintain a record of work done.
- Maintain good relationships with colleagues, volunteers, and other stakeholders.
- Comply with the policies of the Equality Network.
- Contribute to the good running and development of the Equality Network.
- Undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

# STA Community Engagement Officer Person Specification

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## Essential

1. A strong understanding of, and demonstrable commitment to, transgender equality and human rights across a spectrum of diverse gender identities.
2. A strong understanding of how to engage and empower diverse transgender people to carry out effective equality activism and to improve the inclusivity and resilience of community networks.
3. Strong written and oral communication skills including an ability to facilitate group discussions, to explain issues in accessible terms, and to match communication style to different audiences.
4. Strong interpersonal skills, including the ability and flexibility to work cooperatively and to rise above personal, ideological and other differences, to build relationships and work effectively with a wide range of stakeholders.
5. An ability to work on your own initiative and organise a programme of concurrent work and activities.
6. Computer literate, including experience of using social media.

## Desirable

7. Experience of working under pressure in a fast-changing situation where flexibility is required.
8. Experience of facilitating workshops.
9. Experience of community survey or consultation work.
10. Understanding of intersectional equality issues.
11. Experience of managing volunteers.

# STA Community Engagement Officer

## Outline terms and conditions of post

January 2019

Place of work	Based at the Equality Network office, at 30 Bernard Street, Edinburgh, EH6 6PR, but will require travel to events and meetings in other places, including occasional overnight stays. Exceptionally, this may be outside the UK, for no more than a few days.
Employment period	Initially for a fixed term ending on 31 <sup>st</sup> March 2020 (we hope to continue the post after that, subject to funding)
Hours of work	Full-time: 35 hours per week It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working will be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.
Salary	The annual salary is £25,136 (SJC point 27, AP4.1), depending on skills and experience. Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation. Salary is paid monthly in arrears, on 25 <sup>th</sup> of the month.
Annual leave	The leave entitlement is 35 days per year which includes public holiday entitlement. The leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.
Probationary and notice periods	The post is subject to a three month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.

- Pension The Equality Network will contribute a sum equal to 7% of your salary to a pension scheme with the Equality Network's group provider, or with another provider of your choice.
- Sick pay During the probationary period, sick pay will be at the Director's discretion.  
After successful completion of the probationary period, full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 4 weeks, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.