

# Scottish Trans Policy & Public Affairs Officer Guidance for applicants

October 2021

If you require this application pack in another format, for example in large print, please contact Rebecca Crowther at the Equality Network, by email at [rebecca@equality-network.org](mailto:rebecca@equality-network.org).

Thank you for considering an application for the Scottish Trans Policy & Public Affairs 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 Rebecca Crowther at [rebecca@equality-network.org](mailto:rebecca@equality-network.org).

**Please note that the deadline for us to receive applications for this post is 9am, Monday 8<sup>th</sup> November 2021.**

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Rebecca Crowther 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. If it is handwritten, please ensure that it is legible and written in black ink, before you scan and email it to us. 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 by email to [rebecca@equality-network.org](mailto:rebecca@equality-network.org). Please also complete the diversity monitoring form and return it to us by email to [diversity@equality-network.org](mailto:diversity@equality-network.org).

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 9am, Monday 8<sup>th</sup> November 2021.**

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 in the second week of November. Interviews will take place via Zoom in the week starting 15<sup>th</sup> November. If you need any adaptation to allow the interview to take place please contact [rebecca@equality-network.org](mailto:rebecca@equality-network.org).

This post is funded to September 2024.

# Scottish Trans Policy & Public Affairs 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) equality and human rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ seven full-time and six part-time staff, including three full-time staff on the Scottish Trans project. Our office is in Leith, Edinburgh, but most staff are currently working from home.

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.

[www.equality-network.org](http://www.equality-network.org)  
@LGBTIScotland on twitter

## Scottish Trans

Scottish Trans 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

# Scottish Trans Policy & Public Affairs Officer

## Job description

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### Accountability

The Scottish Trans Policy & Public Affairs Officer reports to the Scottish Trans Manager.

### Principal role

The Scottish Trans Policy & Public Affairs Officer will support the development and delivery of the Scottish Trans project to improve gender identity and gender reassignment equality, rights and inclusion in Scotland. This will involve working with policy makers and influencers including the media, providing information on national policy issues to trans people and others in Scotland, and supporting trans people to engage directly with national policy makers and influencers.

### Key responsibilities

- Develop and maintain expertise on national policy in Scotland relating to trans equality and human rights.
- Support the development of Scottish Trans' policy positions on trans equality and human rights.
- Provide guidance and information on trans equality, to policy makers, public bodies, equality organisations and employers.
- Update and expand Scottish Trans' information provision including the website, social media presence and publicity materials.
- Work with the media to promote accurate information about trans issues.
- Assist with Scottish Trans' consultation work to support the direct engagement of trans people with policy makers, public bodies, equality organisations and employers.

- Work with key external partners and with other members of the Scottish Trans and Equality Network team.

## 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, trans communities, the media, and partner agencies.
- The post holder must be able to deal effectively with a wide variety of people.
- 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.
- We have an open area office on the ground floor, but because of Covid, most work is currently being done from home.

## General responsibilities

- Maintain a record of work done.
- Work collaboratively as part of the Equality Network staff team to develop and achieve shared goals and objectives.
- Contribute to the general administration, good running and development of the Equality Network.
- Maintain good relationships with colleagues, volunteers, and other stakeholders.
- Comply with the policies 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.

# Scottish Trans Policy & Public Affairs Officer

## Person specification

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### Essential

1. A strong understanding of and demonstrable commitment to trans equality and human rights across a spectrum of diverse gender identities.
2. A strong understanding of how the policy and practice of national and local government, service providers and employers can impact on equality and human rights for trans people.
3. Strong written and oral communication skills including an ability to effectively advocate and make the case for change, to explain issues in accessible terms, and to match communication style to different audiences, including the media and general public.
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 campaigning, for example engaging the press and media.
8. Experience of working under pressure in a fast-changing situation where flexibility is required.
9. Understanding of intersectional equality issues.

# Scottish Trans Policy & Public Affairs Officer

## Outline terms and conditions of post

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Place of work	Our office is at 30 Bernard St, Edinburgh, EH6 6PR. However, most staff are currently working from home, during the COVID-19 pandemic. IT equipment is provided for working at home.
Employment period	This post is currently funded until September 2024. There is a possibility of extension beyond that date if we receive further suitable funding.
Hours of work	Full time: 35 hours per week Working hours are flexible. 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 may be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.
Salary	The annual salary is £27,601 (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 (pro rata for parts of a year) which includes public holiday entitlement.
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 8%

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. After working for the Equality Network for two years, this increases to 12 weeks full pay and 12 weeks half pay, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.