

Scottish Transgender Alliance Policy Officer Guidance for applicants

February 2015

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 or by phone on 0131 467 6039.

Thank you for considering an application for the STA Policy 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 or on 0131 467 6039.

Please note that the deadline for us to receive applications for this post is 9.00 am, Tuesday 3rd March 2015.

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.

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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 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 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, Tuesday 3rd March 2015.

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 one week of the application deadline. Interviews will take place on **Tuesday 17th March**. If you are invited for interview, we will offer you reasonable travel expenses to enable you to attend.

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Scottish Transgender Alliance Policy Officer Background information

February 2015

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 eight staff, at our office in Leith, Edinburgh, including two staff employed full-time on the Scottish Transgender Alliance project. Our work delivers national policy development and advice, community development and engagement, research, information and training on LGBTI equality, intersectional equality focussing on minority ethnic, minority faith and disabled LGBTI people and transgender-specific equality.

www.equality-network.org

@LGBTIScotland on twitter

The Scottish Transgender Alliance

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

The Scottish Transgender Alliance (STA) project is funded by the Scottish Government. The STA project funding began in 2007.

www.scottishtrans.org

@ScottishTrans on twitter

Scottish Transgender Alliance Policy Officer Job description

February 2015

Accountability

The Scottish Transgender Alliance (STA) Policy Officer reports to the STA Manager.

Principal role

The STA Policy Officer will support the development and delivery of the Scottish Transgender Alliance project to improve gender identity and gender reassignment equality, rights and inclusion in Scotland. This will involve developing policy and good practice guidance and informing, equipping and supporting transgender people, equality organisations, government policy makers and other employers and service providers to engage together.

Key responsibilities

- Develop and maintain expertise on national policy in Scotland relating to transgender equality and human rights.
- Provide guidance and training on transgender equality, to policy makers, public bodies, equality organisations and employers.
- Conduct and analyse surveys of transgender people about equality issues.
- Provide information, training and equality consultation opportunities to support the engagement of transgender people with policy makers, public bodies, equality organisations and employers.
- To provide information, training and community capacity building to transgender people to support their visibility and inclusion in Scottish society and public life.
- Work with key external partners and with other members of the Equality Network team.

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- Update and expand the STA's website, social media presence and publicity materials.
- Maintain a record of work done.

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 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.

Scottish Transgender Alliance Policy Officer Person Specification

February 2015

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 the policy and practice of national and local government, service providers and employers can impact on equality and human rights for transgender people.
3. Strong written and oral communication skills including an ability to explain issues in accessible terms and to match communication style to different audiences.
4. Strong interpersonal skills, including the ability 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 their 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 providing training.
9. Experience of community survey or consultation work.
10. Experience of managing volunteers.
11. Understanding of intersectional equality issues.

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Scottish Transgender Alliance Policy Officer Outline terms and conditions of post

February 2015

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	Subject to finalisation of funding, the employment is initially for a fixed term ending on 31 st March 2016 (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 salary is £23,697 (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 th of the month.
Annual leave	The leave entitlement is 35 days per year which includes public holiday entitlement. The leave year runs from 1 st April to 31 st 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.

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- Pension** The Equality Network will contribute a sum equal to 7% of your salary to a stakeholder 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.