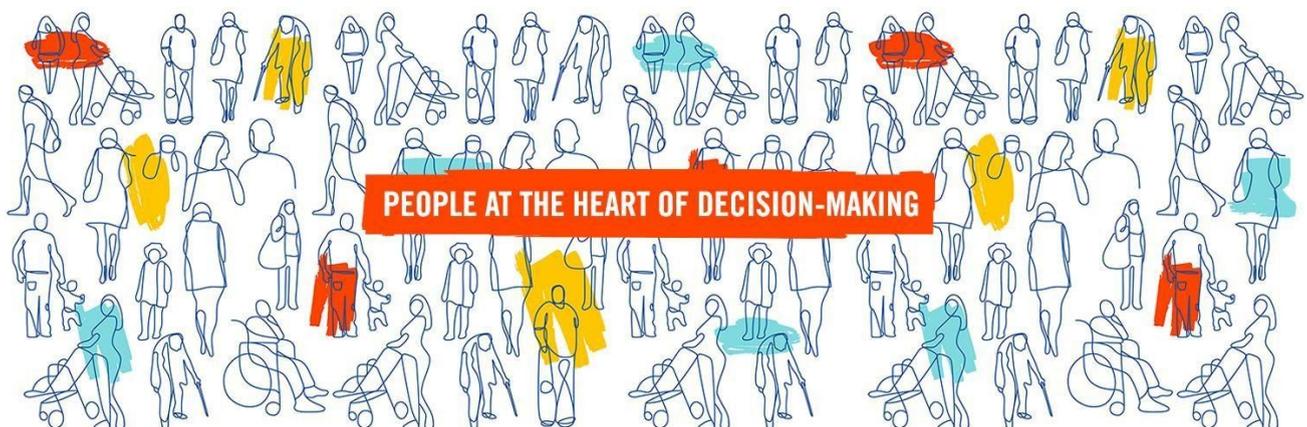




SENIOR PROJECT OFFICER – SCOTLAND

Job Description



Practical details

SALARY: £30,000 to £35,000, depending on experience

LOCATION: Scotland

HOURS: Full time, 35 hours a week

CONTRACT: 12 months initial, with potential for extension

APPLICATION DEADLINE: 9am, Monday 3rd August 2020

APPLY ONLINE AT: <https://www.surveymonkey.co.uk/r/B3ZKS9C>

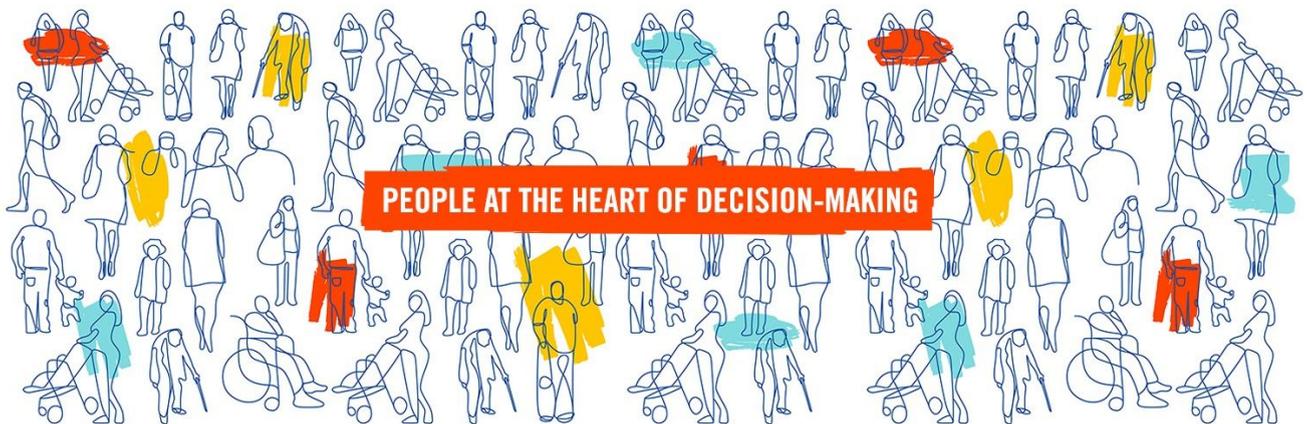
01. Who we are

We're the UK's leading public participation charity. Our vision is of a more vibrant democracy, with people at the heart of decision-making.

Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

We were founded in 2003 to “to create a new focus for thinking and action on the links between new forms of public participation and existing democratic institutions”. We've been promoting and practicing participatory and deliberative decision-making ever since.

We have worked with governments, parliaments, civil society organisations, academics and the public across the UK and internationally to put people at the heart of decision-making.



We believe that decision-making in the UK needs to be more:

- **Open** - so that people can understand, influence and hold decision-makers to account for the actions and inactions of their governments;
- **Participatory** - so that people have the freedom, support and opportunity to shape their communities and influence the decisions that affect their lives; and,
- **Deliberative** - so that people can exchange and acknowledge different perspectives, understand conflict and find common ground, and build a shared vision for society.

We're a small but passionate team, committed to giving people more power over the decisions that affect their lives.

We have offices in Belfast, Edinburgh and London.

02. What we do

Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

We need to make important choices as a society, but our democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless. We demonstrate how things can be different.

Our work is focused in three spaces:

- **Advocacy and communications** – Making the case for participation and deliberation as core and expected parts of democracy, and ensuring that people in positions of power and influence understand and support their use;
- **Capacity building and standards** – Building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support good participatory and deliberative practice; and,
- **Innovation and practice** – Encouraging frequent use of participatory and deliberative processes, and ensuring continuous learning and innovation to improve democracy.

Our projects have included:

- **Climate Assembly UK** – the largest UK wide citizens' assembly to date, commissioned by the UK Parliament to give recommendations on reaching net-zero;
- **Citizens' Assembly of Scotland** – the first citizens' assembly in Scotland, commissioned by the Scottish Government to give recommendations on the future of Scotland;
- **MH:2K** – a youth-led approach that has engaged over 3,000 young people in tackling mental ill-health.

Find out more about our work: www.involve.org.uk/our-work/

Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;
- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** – because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement; and,
- **Quality** – because effective participation requires time, attention and commitment.



03. About the role

As a Senior Project Officer, you play a central role in our team – developing and managing projects for us.

We're looking for someone committed to our vision and mission. You will need to have excellent project management skills, as well the ability to build and maintain good relationships with a wide variety of people, including members of the public, project partners, colleagues and decision-makers.

This role is based in Scotland and will be particularly focused on helping to build our work and impact in Scotland. However, there will also be opportunities to work across the organisation to support our projects throughout the UK.

The role will require some travel in Scotland and the UK, including overnight stays.

04. Key responsibilities

Your responsibilities as a Senior Project Officer would include:

1. Managing and delivering projects (90%)

- Managing and delivering small and medium projects for Involve;
- Supporting the delivery of large projects for Involve;
- Helping ensure projects are managed and delivered to a high standard;
- Facilitating and/or managing events with the public and stakeholders;
- Relationship management with project participants and other key stakeholders;
- Drafting project reports and reports to funders;
- Updating internal systems;
- Logistics (e.g. organising events).

2. Contributing to all-team activities (10%)

- Participating in team meetings, strategy- and away-days

Other relevant duties may be undertaken as agreed with the line manager.

05. Key competencies

Essential competencies

Applicants must demonstrate the following competencies:

- Excellent project manager, able to manage and prioritise a diverse workload; deliver key project elements on time, on budget and to a high standard; and provide robust management of project finances, budgets and reporting;
- Excellent communicator, able to communicate (writing, telephone, in person) appropriately and successfully with a wide range of public and professional audiences including communicating with senior figures about sensitive issues;
- Strong relationship building and relationship management skills;
- Understanding of relevant subject areas, including participatory and deliberative democracy;
- Committed team player, embodying our values of collaboration, equality, independence, purpose and quality, and passionate about furthering our vision.

Desirable competencies

The following competencies are desirable:

- Able to develop fundraising bids, with a clear link to strategy;
- Able to lead the design and facilitation of events;
- Experienced researcher, able to produce accurate and accessible briefings.



06. Pay, location and benefits

Job Title:	Senior Project Officer
Pay:	£30,000 to £35,000 (depending on experience)
Hours:	Full time, 35 hours per week.
Contract:	12 months initial, with potential for extension
Start date:	As soon as possible
Location:	Scotland
Reporting to:	Head of Democratic Innovation

We are happy to consider flexible working arrangements.

Involve is an equal opportunities employer and, true to our mission, we take inclusion in the workplace seriously. The following benefits are available to staff:

- Annual training budget of £1,000 for each member of staff;
- Workplace pension with employer contributions of 5%;
- Childcare vouchers;
- Phone/data allowance of £13.50 per month;
- Enhanced maternity and paternity leave packages for qualifying employees.

We value diversity in the workplace and all aspects of life. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently under-represented at Involve and throughout the sector.

Applications will be blind reviewed, with any identifying information removed before being passed to the assessor.

07. Application process

The application should be completed online by 9am, Monday 3rd August 2020.

The online form can be [accessed here](#). It consists of six sections:

1. Personal details;
2. Diversity monitoring;
3. Application form;
 - a. What is it about our work and mission that makes you want to work for us? (Max. 200 words)
 - b. How do you see this role contributing to your own career and development? (Max 200 words)
 - c. Please outline your experience relevant to the key competencies of this role. You will want to refer to the role summary and the competencies in the job description. (Max 500 words)
 - d. Please outline your experience relevant to the desirable competencies of this role. You will want to refer to the role summary and the competencies in the job description. (Max 300 words)
4. A CV of no more than two sides of A4. The CV should include a summary of your:
 - a. Work experience;
 - b. Volunteering experience;
 - c. Education history; &
 - d. Interests and activities outside education and work.
5. Two professional references;
6. Confirmation

Key points

- Only the application form and CV will be assessed. Your personal details and diversity monitoring form will not be accessible by the accessor. References will only be taken up upon appointment.
- We recommend that you prepare your answers elsewhere and copy and paste them into the online form.
- Candidates invited to interview will use their CV and the application form to demonstrate their ability to perform the role, using examples from their career and volunteering experience to-date.
- Candidates are unlikely to be invited to interview if they state they meet the criteria without providing supporting examples and evidence; or ignore the application instructions above.
- This post is only open to applicants who have the right to work in the UK.

If you are unable to complete your application via the online form, please contact jobs@involve.org.uk

Timeline

The deadline for submitting applications is 9am, Monday 3rd August 2020. Applications received after this time will not be considered.

Shortlisted candidates will be notified no later than Friday 7th August.

Interviews will be held online on Tuesday, 18th August 2020.



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The Involve Foundation (known as Involve) is a registered charity: 1130568 (England & Wales) and SC047314 (Scotland)