

## Summary Role Profile

### Scottish Women's Convention



Role: Events and Policy Advisor	Hours: 28
Reports to: Line Manager	Salary: £20,000 (pro rata)
<p><b>Role Purpose:</b> <i>This summarises the overall purpose of the role - how it adds value</i></p> <ul style="list-style-type: none"> <li>• An effective Ambassador, promoting the work of SWC, whilst developing new and existing networks</li> <li>• Key organiser of SWC events in line with the SWC work plan and processes</li> <li>• Research, write and publish robust and relevant reports</li> <li>• Produce consultation responses and briefing papers</li> <li>• Provide accurate and relevant information on the SWC Website and Social Media</li> </ul>	
<p><b>Key Role Deliverables:</b> <i>Criteria/results by which success can be measured</i></p> <ul style="list-style-type: none"> <li>• Manage daily work flows and prioritise activities to effectively deliver on SWC work plans</li> <li>• Work in close partnership with public, private and third sector organisations</li> <li>• Communicate and consult with women in Scotland in order to influence public policy</li> <li>• Responsible for using your judgment to decide on suitability of consultation responses and the production of briefing papers</li> <li>• Raise awareness of the SWC with stakeholders and decision makers, as well as attending Parliamentary Committee meetings and debates</li> <li>• Gather information from SWC consultation events to ensure the voices of the women attending are at the heart of the policy making process</li> <li>• Liaise with women and women's organisations to promote SWC and develop networks</li> <li>• Participate in and update social media, website and liaise with SWC IT support to ensure that systems are fully updated</li> <li>• Report back to women where their voices have been used and encourage further participation</li> <li>• Engage with local and national press to promote the work of the organisation</li> <li>• Maintain personal development and respond positively to change</li> <li>• Other duties as required to fully support the SWC team and work plan</li> </ul>	
<p><b>Critical Competencies:</b> <i>Please define competencies for the role</i></p>	
Achieving Excellence	<ul style="list-style-type: none"> <li>• Ability to adapt to ways of working to continue to meet objectives</li> <li>• Maintain performance in changing circumstances</li> <li>• Seek opportunities to develop new skills relevant to role</li> </ul>
Communicating Oral & Written	<ul style="list-style-type: none"> <li>• Ability to convey and receive messages in a positive and effective manner</li> <li>• The ability to express clearly in conversations and interactions with others</li> <li>• Use appropriate communication channels to keep people informed</li> <li>• Keep line manager informed about progress and potential issues</li> </ul>

Planning and organising	<ul style="list-style-type: none"> <li>• Organise own work so that tasks are completed on time</li> <li>• Prioritise workload effectively</li> <li>• Keep to agreed working hours</li> </ul>
Team working	<ul style="list-style-type: none"> <li>• Work collaboratively with all staff, sharing information and ideas</li> <li>• Recognise and value different contributions from colleagues</li> <li>• Contribute positively in team activities, including team meetings</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Ability to identify, research, analyse and resolve problems</li> <li>• Make informed and effective decisions</li> </ul>

**Experience:** *The following experience is relevant to the role*

- Evidence of computer literacy in order to produce excellent quality material for correspondence, reports and other documents
- Display excellent interpersonal skills, including listening and presentation skills
- Experience of working as part of a team within an office environment

**Other Significant Role Requirements:** *Listed below are any further key factors which have a bearing on being able to perform the role effectively*

- Travel throughout Scotland with occasional overnight stay
- Demonstrate a commitment to women's equality and an understanding of women's issues
- Existing contacts within relevant organisations and the Scottish policy community would be desirable