

ENGENDER

Policy and Parliamentary Manager

Salary: £33,527.28

Pension: 8% employer contribution

Hours: 35 hours / week*

*Engender is planning to undertake a trial of a 4-day working week later this year. During the trial working hours will likely be reduced with no impact on salary. The outcome of the trial will determine whether Engender adopts this approach longer term.

Leave entitlement: 38 days (including public holidays)

Location: 10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ. The post holder will be required to be in Edinburgh regularly to engage with Parliamentarians and officials. However, office, home-based or hybrid working is available outwith these times.

Responsible to: The Executive Director

Job Description

This role will deliver Engender's strategic engagement with the Scottish Parliament and Scottish Government to enhance focus and secure key outcomes on gender equality in Scotland.

The post-holder will advocate for policy and programmes that advance intersectional gender equality and ensure that women's experiences in their diversity are reflected in policy making. This will include contributing to the development of Engender's external positions and advocacy work, undertaking analysis of public policy, research, and producing high quality written materials. It will also involve working closely with communications and development colleagues to engage diverse communities of women and amplify critical issues around women's equality in Scotland.

Main Duties:

- Contributing to the development of Engender's policy and advocacy strategy and leading on parliamentary engagement.
- Meeting with key stakeholders including Scottish Government Ministers, Members of the Scottish Parliament, and other officials.



- Monitoring parliamentary activity and policy developments.
- Researching and writing parliamentary briefings and other policy materials.
- Fostering relationships and building networks with a range of intersecting stakeholders.
- Convening spaces for partnership working and consultation with diverse constituencies of women.
- Representing Engender externally, including at events, roundtables and in policy coalitions.

Specific Duties:

- Managing delivery and ongoing development of Engender's Parliamentary Strategy.
- Engaging with Ministers, MSPs, civil servants and other decision-makers with regards to securing Engender's priorities.
- Maintaining and expanding Engender's presence in policy and parliamentary networks and spaces within Scotland.
- Analysing government and public policy and developing parliamentary briefings, consultation responses and advocacy materials aimed at a range of audiences.
- Researching and writing Engender briefings and papers in line with our advocacy and policy priorities.
- Working closely with the Executive Director and policy colleagues to inform Engender's advocacy and policy priorities.
- Collaborating with Engender communications and development teams to effectively engage women in Scotland, third sector organisations and other stakeholders to ensure that our policy analysis reflects the diversity of women's lived experiences.
- Thinking and working intersectionally: ensuring that the impact that intersecting systems of inequality, including racial injustice, economic deprivation, ableism, homophobia, and transphobia, have on the lived experiences of women in Scotland and on gender inequality are understood and integrated into Engender's work.
- Collaborating with colleagues to develop Engender's understanding and thinking on new and emerging policy areas.
- Managing junior staff and internships as appropriate.



Person specification

Essential:

- Experience of working in the Scottish political context to influence change, including substantive engagement with parliamentarians, committees, and staff.
- Demonstrable experience of producing briefing materials and policy analysis for policymakers, parliamentarians, and third sector organisations.
- A solid understanding of intersectional feminist analysis and its application to public policy.
- Clear writing style, and ability to communicate complex issues simply.
- Experience of representing an organisation publicly and working with external stakeholders.
- Strong verbal communication and presentation skills.
- A strong commitment to equality and human rights.
- Ability to work collaboratively in a team as well as working independently and on own initiative.

Desirable:

- Developed understanding of Scottish policy and legal context.
- Experience of giving evidence in a parliamentary context.
- Experience of partnership working.
- Experience of using social media in a policy and advocacy context.
- Experience of participatory policy development processes and research methods.

Equalities statement

Engender exists to promote women's equality in Scotland and to challenge the structural discrimination that persists in our society and communities. To do this effectively, it is crucial that our team understands and reflects a diversity of perspectives. We therefore want to encourage and support applications from people from a range of backgrounds, including those that may be under-represented in the NGO Sector in Scotland, including but not limited to, people from minority ethnic communities, people with disabilities, LGBT communities and people who have experienced economic deprivation.

To ensure that our staff thrive and succeed at Engender, we are working to create a workplace that is inclusive, accessible, flexible and fair, and where differences in background, culture, identity and lived experience are valued and respected.

