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| JOB DESCRIPTION AND PERSON SPECIFICATION |  | PovertyAlliance_RGB_Original |
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| **Post:** Living Wage Scotland Project Assistant  **Salary:** £23248 per annum (AP3, Point 23) plus 6% pension  **Hours:** 35 hours per week – fixed term until 31 March 2021 |  | 94 Hope Street  Glasgow G2 6PH  T: 0141 353 0440  F: 0141 353 0686 |

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| **REPORTING TO:** The Living Wage Scotland Manager  **JOB PURPOSE:**  To support Living Wage Scotland to achieve its aim of further increasing the number of employees in Scotland who receive the real Living Wage through Living Wage accreditation.  The Living Wage Scotland Project Assistant will play an important role in the ongoing delivery and success of this national project.  **JOB BACKGROUND:**  The Poverty Alliance acts as the national anti-poverty network in Scotland, with a growing membership amongst community and voluntary organisations, trade unions, faith groups, statutory bodies and others. We are financially supported to carry out this role by the Scottish Government, Glasgow City Council, the Big Lottery Fund and a variety of other local authorities and charitable trusts.  Set up in 1992, the Poverty Alliance has a long track record in working with individuals and communities facing poverty both to take action against poverty themselves as well as to have an influence over the solutions to poverty and social exclusion.  In 2014, the Poverty Alliance began hosting Living Wage Scotland- a national project working in partnership with the Living Wage Foundation which aims to increase the number of employees in Scotland who receive the real Living Wage through Living Wage accreditation.  As a project that is separate from the Scottish Living Wage Campaign, the intended outcomes of Living Wage Scotland are:   * To increase the numbers of workers receiving the real Living Wage by increasing the number of accredited employers in Scotland. * Improve the understanding of the role and function of the real Living Wage amongst employers in Scotland, across all employment types and sectors. * Create a better understanding of the impact of the real Living Wage on both workers and employers in Scotland.   The Living Wage Scotland Project Assistant responsibilities will include supporting internal and external communications activities as well as contributing to the development and updating of materials relevant to Living Wage Scotland’s aims (case studies, web materials, articles, promotional resources, etc).    The real Living Wage has not only won cross party political support, and gained increased acceptance amongst employers, it has also delivered tangible benefits for thousands of workers. This new post is an exciting opportunity to provide a valuable contribution to this work.  The post of Living Wage Scotland Project Assistant will suit a creative individual who not only has excellent verbal and written communication skills and outstanding origination and prioritization abilities but also a strong commitment to the struggle for social justice and a desire to tackle in-work poverty.  The project will be based at the Poverty Alliance, the national anti-poverty network in Scotland. The Project Assistant will join a small staff team that work with employers on Living Wage accreditation. The project is based at Poverty Alliance office at 94 Hope Street, Glasgow.  **JOB DESCRIPTION**  **Main duties are to:**   1. To create and develop promotional resources and other materials such as infographics, website/social media graphic and case studies. 2. To further develop the “scottishlivingwage.org” website 3. To further develop Living Wage Scotland’s social media profile. 4. Responsible for production and development of e-news. 5. To support the preparation and delivery of reports on LWS’s CRM and employer communications 6. Development and maintenance of distribution lists. 7. Contribute to the work of the staff team through attendance at staff meetings and other events 8. To carry out other tasks and duties as required   **PERSON SPECIFIATION**  **Essential Criteria**   1. Experience of updating websites, using a variety of social media and other web-based applications in a professional context. 2. Able to work at a fast pace with a demanding workload. 3. Excellent communication skills both written and verbal. 4. Excellent organizing and prioritisation skills and attention to detail. 5. The ability to understand and synthesize details and to articulate these in a simple and accessible way. 6. Able to work autonomously and as part of a team and a commitment to the values of the Poverty Alliance. 7. Highly proficient in the use of IT, especially Office 365   **Desirable Criteria**   1. An understanding of employer networks in Scotland. 2. Knowledge of issues related to low pay, labour market inequality and policy responses to them in Scotland. 3. Experience of working with the media 4. Full driving license |