



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

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Post	Living Wage Projects Officer
Salary	£33,409 per annum (pro rata) plus 6% pension
Duration	1 year fixed term with likely extension
Hours	28 hours per week
Location	Glasgow, with hybrid/flexible options available
Line Manager	Living Wage Scotland Manager

JOB PURPOSE

The Living Wage Projects Officer will be responsible for employer engagement activities to enhance participation with Living Wage Scotland projects and will contribute to developing plans to expand projects.

The Living Wage Projects Officer will directly engage with employers and stakeholders to promote accreditation schemes and projects delivered by Living Wage Scotland; namely Living Wage employer accreditation, Living Wage Places, Living Hours and Living Pensions.

The role will include development of positive employer relationships, providing guidance and advice to employers on accreditation criteria and processes, developing, delivering and monitoring effectiveness of employer engagement approaches, supporting the creation of promotional materials relevant to the project aims, supporting the delivery of Living Wage Scotland's communications strategy and contributing to developing monitoring and evaluation processes.

JOB BACKGROUND

The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others. The Scottish

Government, local authorities and charitable trusts financially support us to carry out our work, alongside our members.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities affected by poverty to take action, and in providing support to influence policy solutions in Scotland.

Living Wage Scotland was established in April 2014 by the Poverty Alliance with the aim of increasing the number of employers in Scotland who are recognised for paying their staff the real Living Wage.

Living Wage Scotland is a partnership with the Living Wage Foundation and is funded by the Scottish Government.

The Living Wage Projects Officer will play a crucial role in increasing our engagement with Scottish employers on projects delivered through Living Wage Scotland that support fair work, including Living Wage employer accreditation, Living Hours accreditation, Living Wage Places recognition and Living Pensions.

The post holder will support employers to enhance their participation with Living Wage Scotland activities and projects and will contribute to the development of processes to record impact and progress of projects as they expand.

JOB DESCRIPTION

Key Responsibilities are:

- 1. Implementation of relevant areas of the Living Wage Scotland strategy including:**
 - 1.1 Maintaining and growing the network of Living Wage employers in Scotland
 - 1.2 Engaging employers on Living Wage Places
 - 1.3 Engaging employers to expand on their Living Wage commitment, to accredit on Living Hours and Living Pensions schemes
- 2. Recording, Monitoring & Reporting**
- 3. General**

Detailed responsibilities:

- 1. Implementation of relevant areas of the Living Wage Scotland strategy including:**
 - 1.1 Maintaining and growing the network Living Wage employers in Scotland**
 - To directly engage with a range of employers and stakeholders, using appropriate persuasion methods (including meetings, events, email, letter,

phone and video conferencing) to secure support for projects delivered by Living Wage Scotland.

- To lead on the design and delivery of effective employer engagement campaigns to increase the number of employers engaged in the accreditation process.
- To deliver activities that support retention of Living Wage accredited employers, including contributing to the design and delivery of communications work to celebrate Living Wage employers, and coordinating employer events, including Ministerial Visits
- To contribute to the development and implementation of promotional activities to raise the profile of Living Wage Scotland, including delivering talks, presentations, workshops and events.
- To contribute to the creation of promotional materials and resources relevant to the projects aims.

1.2 Engaging employers on Living Wage Places

- Deliver support to employers on their journey to achieving Living Wage Place recognition, assisting the formation of new Living Wage Place Action Groups and assisting the development of local Living Wage Place Action Plans.
- Provide ongoing support and engagement to established Living Wage Places employer action groups in Scotland, providing progress updates at regular meetings and events.
- To contribute to the development of case studies and resources that showcase the Scottish employer experience of Living Wage Place recognition.

1.3 Engaging employers to expand on their Living Wage commitment, to accredit on Living Hours and Living Pensions schemes

- To support the development and delivery of employer engagement and prospecting plans to increase the number of accredited Living Hours employers and Living Pensions employers in Scotland
- To support the development and delivery of communications activity to increase awareness of the value and impact of Living Hours and Living Pensions in the Scottish context

2. Recording, Monitoring & Reporting

2.1 To record all employer engagement on Living Wage projects using agreed systems and processes determined the Living Wage Scotland Manager (including Salesforce, Microsoft Teams & Sharepoint)

2.2 In collaboration with the Living Wage Scotland team and key stakeholders (namely Living Wage Foundation), to contribute to the

development of appropriate systems and processes to record progress, outcomes and effectiveness of activities.

2.3 To contribute to reporting progress of activities to funders and stakeholders.

3. General

3.1 To contribute to staff team meetings and planning processes as required, and to represent our values.

3.2 Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.

3.3 To carry out other tasks and duties as required by the Living Wage Scotland Manager

PERSON SPECIFICATION

Essential Experience

- Significant experience in engaging with businesses.
- Experience of developing relationships to influence change at an organisational, local or national level.
- Demonstrable experience of applying effective problem-solving techniques when the situation demands.

Essential Knowledge and skills

- The ability to communicate effectively and professionally with employers of various sizes and sectors across Scotland.
- Excellent persuasion and negotiation skills.
- The ability to understand and synthesize details and to articulate these in a simple and accessible way.
- Excellent networking skills and ability to use these skills to engage support for the projects delivered by Living Wage Scotland.
- Good analytical problem-solving skills.
- Demonstrable commitment to collaborative team work.
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Excellent organisational and workload management skills.
- The ability to manage change effectively.
- IT skills, in particular MS Teams, SharePoint, Zoom.

Desirable Criteria

- A sound understanding of the fair work-related policy landscape (including but not limited to national and local level anti-poverty strategies, inclusive economic growth, employment and labour market) and its application in practice in Scotland.
- A sound understanding of Scottish civil society and business networks in Scotland and the UK.
- Experience of working alongside people with experience of poverty.
- Educated to Degree level, or equivalent, in appropriate discipline e.g. Social Sciences.
- Full driving licence