



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

Floor 3, 94 Bath Street
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Post	Living Wage Accreditation Officer
Salary	£33,409 per annum plus 6% pension
Duration	Maternity Cover
Hours	35 hours per week
Location	Glasgow / hybrid working available
Line Manager	Living Wage Scotland Manager

JOB PURPOSE

The Living Wage Accreditation Officer will be responsible for employer engagement activities to contribute to the growth of the Living Wage employer movement in Scotland.

The Living Wage Accreditation 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 and Living Hours.

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 materials relevant to the project aims (case studies, web materials, articles, promotional resources, etc) and supporting the delivery of Living Wage Scotland's communications strategy.

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 and providing support to influence policies 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 Accreditation Officer will play a crucial role in retaining and growing the number of Living Wage accredited employers in Scotland and supporting employers to enhance their participation with Living Wage Scotland activities and projects.

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 and Living Hours
- 1.3 Focused engagement in low pay sectors

2. Recording, Monitoring & Reporting

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.
- To contribute to the development and implementation of promotional activities to raise the profile of Living Wage Scotland, including attending or 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 and Living Hours

- In collaboration with the wider LWS team, to support employers to expand their Living Wage commitment to engage with the Living Wage Places and Living Hours schemes.
- To offer support to employers to work towards Living Wage Place recognition and/or Living Hours accreditation, including providing general information on criteria and process, assisting employers in their application journey.
- To contribute to the development of case studies and resources that showcase the Scottish employer experience of accreditation.

1.3 Focused engagement in low pay sectors

- To support the development and delivery of employer engagement and prospecting plans to increase the number of accredited Living Wage employers in specific sectors where low pay and insecure work is prevalent, including Health & Social Care and Hospitality
- To support the development and delivery of communications activity to increase awareness of the value and impact of the real Living Wage in low pay sectors.

2. Recording, Monitoring & Reporting

- 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)
- Contribute to the development of appropriate systems and processes to record progress, outcomes and effectiveness of activities.
- To contribute to reporting progress of activities to funders and stakeholders.

General

- To contribute to staff team meetings and planning processes as required, and to represent our values.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- 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