

Development Officer

Job Description and Person Specification

Post Title: Development Officer, 35 hours per week
Duration: This is a fixed term post, funded initially till 31 March 2016
Location: Kirkcaldy
Salary: £25,000 per annum, plus 7% non-contributory pension
Reporting to: Manager, Fife Centre for Equalities

Main Purpose of Post:

The post holder will be responsible for providing support and guidance to partners across sectors on developing policies and practices that promote equality and inclusion.

Main duties of Post:

1. To develop and conduct need assessment surveys / consultations with individuals and organisations across the nine protected characteristics as described in the Equality Act 2010.
2. To support and guide partners in designing policies and practices that promote equality and inclusion.
3. To advise and support partners with their equality impact assessments.
4. To prepare briefings and other in-depth reviews on national / local government policy changes that have significant impacts on equality and inclusion.
5. To develop and maintain awareness amongst partners and communities of equality and other relevant legislation.
6. To be proactive in assessing external equality and diversity matters and inform FCE and its partners of developments, opportunities and risks.
7. Using the intelligence gathered, assist with reviewing and informing new strategic directions for FCE.
8. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote developments and opportunities in equality and diversity.
9. In conjunction with the line manager and in consultation with key stakeholders, develop a work plan and provide regular monitoring and evaluation reports for the relevant audiences.
10. To contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects.
11. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role.

The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification:

Essential requirements:

- good understanding of equality and diversity issues;
- experience of developing and conducting research;
- experience of working in a policy development role;
- experience of preparing critical writing;
- experience of partnership working;
- emotionally intelligent, able to build and sustain positive relationships with key stakeholders;
- comfortable in networking and representing the organisation;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisation skills;
- good people skills and the ability to deal with a wide range of people;
- a personal commitment to equal opportunities and organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- valid driving licence and access to a car.

Desirable requirements:

- good knowledge of equality legislation;
- experience of working within the third sector;
- experience of working in an equality-related role.