

**Scottish Green Party
Diversity and Inclusion research project**

JOB DESCRIPTION

JOB TITLE:	Diversity and Inclusion researcher
ACCOUNTABLE TO:	SGP Diversity Taskforce
PURPOSE OF POST:	To audit and assessment of the current mechanisms (such as gender balancing, zipping of selection lists, etc.), and research into other potential provisions to ensure that it meets its commitments to equality of opportunity.
REMUNERATION	£21,600 p.a. pro rata
DURATION OF POST:	Short term contract from June 2016 to September inclusive
HOURS	37 hours per week, with flexible working
OTHER TERMS	25 days annual leave plus 10 public holidays pro rata
LOCATION OF POST:	The Scottish Green Party headquarters are in Edinburgh, but we are open to flexible working including working from different locations

BACKGROUND TO POST

The Scottish Green Party exists in order to work towards a nonviolent, democratic, just and sustainable society, and, to that end, to contest elections to all levels of government in Scotland. The work of the Party is guided by the principles of participatory democracy, accountability, subsidiarity and equality of opportunity. The Party is committed to acknowledging, respecting and promoting diversity in its structures and in its work.

The Party has an obligation to review, annually, its structures and practices in order to identify potential barriers to participation by specific groups of party members, including, but not limited to, groups defined by sex, race, disability, age, sexual orientation, language or social origin, religious beliefs or gender identity. As part of this obligation, the Party requires an audit and assessment of the current mechanisms (such as gender balancing, zipping of selection lists, etc.), and research into other potential provisions to ensure that it meets its commitments to equality of opportunity.

Project Outcomes

1. The Party better understands the processes of and barriers to participation in the functioning of the Party, including internal and external elections
2. The Party is able to make well informed decisions at Autumn Conference 2016 to improve and better facilitate inclusion and diversity in its structures and processes

Project Outputs

1. An evaluation report of the effectiveness of current mechanisms used, including short term recommendations for improvement
2. Research reports detailing mechanisms and good practice from elsewhere
3. Policy and/or constitutional recommendations for Autumn Conference 2016

Main Duties and Responsibilities

- Work with the Diversity Taskforce and the Operations Committee to identify a method of evaluating current practice within the Scottish Green Party
- Keep appropriate records to enable the provision of written reports as requested
- Provide information as required about the project to the Diversity Taskforce and the Operations Committee
- Meet with relevant stakeholders (including but not limited to Party members) to identify areas for improvement, best practice, etc.
- Undertake research of diversity and inclusion mechanisms and models of good practice from other green parties and other relevant organisations

All of the following requirements will be assessed from a combination of information provided from the CV/cover letter, the interview process and references. Essential characteristics are indicated with (E), desirable ones with (D).

The successful post-holder will have:

Qualifications and Knowledge

- A relevant degree including a social research project element (E)
- Knowledge of and a commitment to the principles of the Scottish Green Party (E)

Skills

- Excellent listening, verbal and written skills, including report writing (E)
- Ability to travel across Scotland to meet relevant stakeholders (E)
- Good written and oral communication skills (E)
- Proficiency with office technology systems, including e-mail, internet, word-processing and databases (D)

Experience

- Experience of undertaking research projects and producing research reports (E)

How to Apply

Please apply by enclosing an up to date curriculum vitae, with a cover letter setting out how you meet different aspects of the person specification and your experience in relation to the job description. Please ensure you give specific examples clearly linked to each aspect of the person specification.

Further information on the Scottish Green Party can be found on our website at www.greens.scot

Please email your application, saved as one document, to

recruitment@scottishgreens.org.uk.

The subject line should read: EDI Project Researcher

Alternatively, please write to:

Scottish Green Party

re: EDI Project Researcher

Bonnington Mill

72 Newhaven Road

Edinburgh EH6 5QG

Applications close midnight Monday 6th of June

Queries should be directed to Pete Morrison at
ops.manager@scottishgreens.org.uk or 08700 772207.