

Job Description

Job Details

Job Title	Engagement Officer
Location:	We have a hybrid work structure where the team can work remotely or from our Edinburgh office, as needed, based on demands of specific roles, tasks, and personal circumstances.
Line Manager:	Co-Director
Manages:	No line management responsibility

Main Purpose of Job

- ✓ To lead ZT's engagement work to increase public understanding of men's violence against women across Scotland, and develop work to prevent it
- ✓ To identify and develop relationships with individuals and organisations with a view to advancing ZT's priorities

Duties and Responsibilities

- Design, develop, and implement ZT's engagement work to prevent violence against women
- Identify, build, and enhance relationships with key stakeholders
- Design engagement strategies using a variety of methods to disseminate prevention activities and promote behaviour change

- Set objectives for engagement activity and deliver regular evaluation reports and updates
- Develop and update engagement materials and resources
- Organise events to engage a wide range of stakeholders
- With the wider ZT team, contribute to identifying priorities and shared areas of work, collaborating across roles to deliver ZT's strategic aims and monitor/evaluate progress
- Represent ZT at public meetings, conferences, seminars, and external events acting as ambassador for ZT's prevention focused work
- Contribute to funding applications providing appropriate information to support project proposals
- Work with the Co-Directors and Operations Manager to plan and monitor spending against budgets

Person Specification:

Experience/Knowledge	Essential	<ul style="list-style-type: none"> • Experience of engaging with partners to bring about social change • Demonstrable experience of developing, delivering and
-----------------------------	-----------	--

		<p>evaluating projects</p> <ul style="list-style-type: none"> • Strong knowledge and understanding of violence against women and gender equality • Proven experience of building networks, and developing and maintaining external stakeholder relationships at all levels from grassroots supporters to senior managers, and decision makers • Experience of organising events
	Desirable	<ul style="list-style-type: none"> • Understanding of Scottish Third Sector • Understanding of the Scottish political landscape • Experience of commissioning creative content (blogs, videos, animations, graphics)

		<p>etc.)</p> <ul style="list-style-type: none"> • Experience of reaching and engaging with marginalised groups
Skills and Abilities	Essential	<ul style="list-style-type: none"> • Excellent communication skills with the ability to influence a range of stakeholders and engage new supporters • Clear concise written skills with complex ideas communicated simply and logically • Highly developed networking and collaboration skills with the ability to influence at the highest levels • Creative ability with good understanding of how words and images can be used to affect social change • Skilled project manager with the tenacity to see projects

		<p>through to completion in a timely manner</p> <ul style="list-style-type: none"> • Ability to organise and manage own workload, but also take direction as required • Ability to work flexibly, often to tight deadlines whilst maintaining accuracy
Personal Attributes	Essential	<ul style="list-style-type: none"> • Self-motivated with enthusiastic and energetic approach • Willingness to adapt to the needs of a small charity, including being flexible, creative with the available resources, and working constructively with all members of the team • Confident approach to own learning and continuous improvement of work • Actively demonstrates the

		values, aims and ethos of Zero Tolerance
Qualifications	Desirable	<ul style="list-style-type: none"> • Degree or professional qualification in a relevant subject
Other Information		<ul style="list-style-type: none"> • The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of ZT • It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review