**Recruitment Pack:**

**Interim Head of**

**Communications and Engagement**

**Fixed Term 1 Year – Secondment opportunities are very welcome**

**December 2024**

**About the Scottish Human Rights Commission**

The Scottish Human Rights Commission (SHRC) is Scotland’s human rights watchdog.

We are an independent, expert body that works with and for the people of Scotland; we monitor, listen, and speak up for all our rights and respond when things go wrong. We are a public body created by statute, with a mandate to protect and promote the human rights of all people in Scotland.

The Commission is established as a National Human Rights Institution. As such we are part of a global network of bodies accredited by the United Nations to monitor state compliance with international and national human rights law and treaties. We are independent of government. It is the job of National Human Rights Institutions to use the rule of law to promote and protect the human rights of all of the people who live in any given country and assess the actions of the state on that basis. This is how the Scottish Human Rights Commission approaches its work.

In April the Commission embarked on its new 4-year Strategic Plan for 2024-28, focused on standing up for those in need of protection and holding those responsible for human rights to account

The Commission is committed to being agile, engaged, open to collaboration and above all visibly committed to the realisation of rights in Scotland, as an authoritative and challenging partner in pursuit of that goal.

A diagram of a company's values

Description automatically generated

**Job Details**

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| **Job Title:** | Interim Head of Communications and Engagement |
| **Working Pattern:** | Full-time (37 hours per week) Hours can be worked flexibly to suit the post holder. |
| **Duration:** | Fixed Term 1 Year – secondment opportunities are very welcome |
| **Team:** | Communications and Engagement |
| **Reports to:** | Executive Director |
| **Location:** | Based in Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS |
| **Salary banding:** | Grade 5 (£54,792 - £65,800) |

1. **Overall Purpose of the Job**

Reporting to the Executive Director and working collaboratively across the organisation, this post leads and manages the effective development and delivery of our communications and engagement strategies, helping to advance the promotion and protection of human rights across Scotland. The post holder is also a member of the Commission’s senior leadership team.

1. **Budgets Controlled**

* Corporate communications and engagement budget;
* Project budgets and expenditure;
* Authority for expenditure on other budgets up to designated approval limit.

1. **Core Duties and Areas of Responsibility**

* Lead the Commission’s role to promote understanding and awareness of human rights in Scotland, including communications, information services and educational activities;
* Strive to embed participation and community engagement within the wider work of the commission.
* Lead the development and co-ordination of the Commission’s communications strategy and engagement strategy;
* Manage the Commission’s engagement with print, broadcast and social media and oversee the Commission’s website and social media profile;
* Manage the Commission’s staff in communications, information, education and participation, ensuring that they have effective line management, direction, support and supervision, and that their training and development needs are met;
* Manage the Commission’s budget in communications and engagement, within delegated authority;
* Support development of the Commission’s annual business plan, taking into account the Commission’s strategic priorities;
* Preparing papers for and attending as required Commission meetings;
* Provide strategic leadership and effective management to the organisation as a member of the Commission’s senior management team;
* Develop and maintain good relationships with key stakeholders, and manage the Commission’s external participation and education work;
* Represent the Commission on relevant external bodies and engagements, including public speaking, as required;
* Display a commitment to the protection and promotion of human rights in Scotland;
* Undertake any other duties whenever reasonably required by the Executive Director or Chair.

1. **Person Specification**

**Essential**

* Significant communications experience, including developing communications or marketing strategies or campaigns;
* Experience of leading a team and/or managing delivery through others;
* Proven experience of writing and developing accessible communications for a variety of audiences;
* Experience of developing and maintaining effective relationships with a wide range of stakeholders including public bodies, civil society and the media;

**Desirable**

* Public speaking and presenting to a variety of audiences;
* Reporting to a Commission, Board or similar Secretariat role;
* Familiarity with working in the public or third sector.

1. **Additional Information**

This post is based in Edinburgh. As this is a management role, the job holder will be required to spend on average at least two working days each week within the Edinburgh office. The job holder will be required to travel across Scotland and more widely on occasion. The post holder is required to be available for occasional out of hours on call cover, including occasional evening and weekend work.

1. **Review**

Every job description in the Commission will be subject to a review in the following situations:

* on an annual basis at the time of the annual appraisal meeting;
* •as a result of a change in strategic direction;
* • as a result of a team/ operational requirements;
* • as a result of agreed performance appraisal needs and
* objectives; or within six months of appointment.

**Benefits**

**Working Hours**

**Flexible working**

The Commission is a flexible employer and is committed to going beyond its statutory obligations in relation to flexible working. We are open to flexible working requests.

**Pay structure**

This Legal Fellow role is a grade 5 role within our pay structure.

FTE salary £54,792 - £65,800

**Pension**

Commission employees are eligible to join the Civil Service Pension scheme. From 1 April 2015, a new Civil Service pension scheme - Alpha - was introduced. Alpha is a Career Average pension scheme.

**Annual Leave**

30 days annual leave plus 11.5 public holidays (pro rata for part time hours)

**Commitment to CPD**

The Commission has a strong commitment to training and professional development and you will have access to training courses in core skills as well as policies to support continuing professional development.

**How to Apply**

To apply for this position, please send a completed application form to the Commission, either:

By email: [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

By post: FAO Corporate Services

Scottish Human Rights Commission

Bridgeside House

99 McDonald Road

Edinburgh

EH7 4NS

You must complete an application form, CVs will not be accepted. Applications should demonstrate how you meet the criteria for the role as outlined in the job description and person specification.

If you need to provide information in a different format please contact us to discuss.

**Key Dates**

The deadline for applications is **09.00am on Monday 20 January 2025.**

Interviews will take place in person at our office in Edinburgh, dates may be subject to change but are likely to take place during the week commencing **24 February 2025.**

**Participation in interview**

If there are any barriers to you taking part in an interview in this form please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com).

Applicants must have the right to work in the UK to be eligible to apply.

**Equality and Diversity**

If you would like to discuss adjustments to the recruitment process that would enable your participation please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

**Disclosure and Pre-Appointment Checks**

The successful candidate for this post will be asked to apply for Baseline Security Clearance and a Basic Level Disclosure Scotland Certificate and/ or a country equivalent if the candidate has lived in another country in the past three years. We will undertake pre-appointment checks of references, ID, permission to work in the UK and any education certificates listed in the application form. Confirmation of employment will be subject to these checks being completed satisfactorily. The Commission will facilitate and cover the cost of the checks and certificates. If you want to discuss this requirement, in confidence, at any time please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com).