



## Application Pack

### Policy and Parliamentary Manager

Thank you for your interest in applying for the role of Policy and Parliamentary Manager at Close the Gap. This application pack provides you with information on the role, the benefits of working at Close the Gap, and how to submit an application.

If you require this information in another format for access needs, please contact us at [info@closethegap.org.uk](mailto:info@closethegap.org.uk).

#### 1. About Close the Gap

[Close the Gap](#) is Scotland's expert policy advocacy organisation working on women's labour market participation. Our vision is for a Scotland where all women have a good working life. We work to achieve this by influencing policymakers to develop and implement gender-competent policy around women's labour market participation; developing research and insight into women's diverse experiences of employment; producing guidance, products and services that will enable and influence employers to address the causes of gender inequality in their workplace; and designing guidance and tools to build capacity in trade union reps to advance women's workplace equality. Close the Gap has over 20 years' experience of influencing change and delivering improved outcomes for women in Scotland.

We are a small team that thrives on working collaboratively across our areas of work and value the benefits this brings to the organisation and to staff.



As an organisation whose work is focused on labour market equality, Close the Gap offers the following benefits to staff:

- Flexible working options in hours, time and location to support healthy work-life balance
- Time off in lieu policy
- A shorter working week of 34 hours
- Sector-leading employer pension contribution of 10%, with no mandatory employee contribution
- 28 days (FTE) annual leave
- 13 public holidays (FTE) including office shutdown between Christmas and New Year
- Enhanced sick pay
- Sector-leading enhanced maternity, paternity, adoption and parental pay, leave and other provisions
- Support for learning and development to enable staff to develop their knowledge, skills and experience
- A focus on staff wellbeing, including 24/7 access to free and confidential support and advice through our Employee Assistance Programme
- Support with travel costs through Railcards, where applicable
- A Living Wage and Living Hours accredited organisation

## 2. Job Description

**Hours:** 28 per week

**Salary:** £30,623 (£37,185 FTE)

**Pension:** Sector-leading 10% employer contribution

**Location:** Hybrid working, with office space at the Close the Gap main office in Glasgow or in shared office space in Edinburgh. An expectation to work from the office one day per week.

**Responsible to:** Head of Policy & Development

The post is fixed term, funded until 31 March 2026, with likely extension subject to funding.



Close the Gap values diversity in our workforce and particularly encourages applications from disabled people and racially minoritised people, who are current underrepresented in our team.

Flexible working options are available for this role, and we're open to jobshare applications.

## About the role

To effectively influence policy development around women's labour market equality by producing policy analysis, briefings and consultation responses, and participating in strategic policy work. To lead on Close the Gap's parliamentary engagement work, influence parliamentary processes, and shape Close the Gap's approach to progressing its policy advocacy priorities. A key part of this role is building strong relationships and working collaboratively with organisations, parliamentarians, and government officials to influence and promote Close the Gap's policy priorities.

## About you

We're looking for someone who has experience in a similar role, who understands the Scottish and UK political systems and can lead on Close the Gap's parliamentary engagement work. You'll have experience in policy advocacy, and be able to think creatively to identify opportunities for progressing our policy priorities in innovative ways. You'll be a core part of our team, who's proactive about getting things done, and willing to take the lead on key projects and policy areas. Committed to an intersectional approach to women's labour market equality, you'll also be supporting research projects which aim to gather evidence on the experiences of women who are most marginalised in the labour market.

## Main duties

- Contribute to strategic policy work including influencing policymakers, participation in strategic level groups, and building and maintaining relationships with policy stakeholders.



- Analyse government and public policy reports, and produce consultation responses, policy analysis, parliamentary briefings, and blogs.
- Develop research and write reports, and produce advocacy materials for a range of audiences.
- Strengthen Close the Gap's networks in policy domains relating to women and work, and identify opportunities to progress Close the Gap's policy priorities.
- Facilitate Close the Gap's understanding of emerging policy relevant to women's labour market equality, and work closely with the Executive Director and policy colleagues to shape the development of the organisation's policy priorities.
- Manage Close the Gap's parliamentary engagement work including influencing legislative processes, and building and maintaining relationships with parliamentarians, committee staff, and political parties.
- Monitor parliamentary developments relevant to women's labour market participation, and identify opportunities to develop Close the Gap's parliamentary engagement work.
- Build on work to raise the profile of Close the Gap's work by representing the organisation at a range of external events, advisory and working groups including delivering presentations and workshops.
- Carry out any other duties required by the Executive Director commensurate with the post.

### 3. Person specification

#### Essential

- Experience of working in a policy advocacy and/or public affairs role.
- Experience of working in the Scottish political context to influence change including knowledge of parliamentary processes, and engagement with parliamentarians and parliamentary committees.



- Experience of producing policy analysis, consultation responses and briefings for policymakers and parliamentarians.
- Good understanding of the causes of the gender pay gap in Scotland.
- Effective written communication skills including the ability to write reports and materials for a range of audiences.
- Sound verbal communication skills including delivering presentations, and the ability to deal confidently with people at all levels.
- Experience of building and managing relationships with a wide range of key stakeholders including at senior level.
- Ability to use judgement and discretion when addressing a variety of problems and/or scenarios.
- Excellent organisational skills and the ability to plan, manage and prioritise workload while meeting deadlines.
- Strong self-motivation the ability to work effectively as part of a small team.
- Commitment to women’s labour market equality.

#### **Desirable**

- Experience of giving evidence to parliamentary committees.
- Experience of managing research contracts.

#### **4. How to Apply**

Electronic applications must be submitted using our online application form which you can find on our website at <https://www.closesthegap.org.uk/jobs/>. If you are unable to use an online application process, please contact us at [info@closesthegap.org.uk](mailto:info@closesthegap.org.uk)

The deadline for applications is Sunday 9 February 2025.

You will be notified by Friday 21 February 2025 if you have been selected for interview.



It is anticipated that the interviews will take place remotely on 3, 4 and 5 March 2025.

### **The recruitment process**

All applications received by the deadline will be scored by a recruitment panel. Each application will be given a score based on how well they meet the criteria set out in the person specification.

If we're inviting you to interview, we'll let you know by email. We'll also inform candidates where they've been unsuccessful at this stage.

Interviews will be held during the week that is noted in the application pack and will be held remotely using either MS Teams or Zoom. We recognise that it may be difficult to attend at a fixed time if you have other commitments such as a caring role, so we'll endeavour to find a time that suits both you and the panel, wherever possible. If you're invited to interview, we'll ask you about your access needs.

You'll be asked to prepare a presentation and/or complete a skills-based task. Details of this will be in the invitation to interview email. You will also be asked to provide recent examples of your writing.

Candidates are usually interviewed by a panel of three people, two Close the Gap staff members and one external panel member with relevant expertise. All candidates will be informed by email within a week whether they have been successful at interview.

### **Guidelines for completing an application form**

Please read the job description and person specification carefully before applying for the role. Only candidates who demonstrate that they meet the essential criteria will be considered for interview.



Applications must be submitted using the online application form on the Close the Gap website. Please do not send CVs or cover letters as these will not be considered.

Please read all the questions before starting to complete your application. You can save your application at any time and return to it later.

We recommend using each essential (and desirable where applicable) criterion as a sub-heading in your application so you can clearly demonstrate how your knowledge, skills and experience apply to each one.

Your application will be scored by how well you demonstrate that you meet the criteria for the post so it's important that you include examples and provide information on how you have gained and used your skills and experience. Please do not simply state that you have a particular skill. Your examples can be from paid or unpaid work. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work.

If you require the application form in another format to meet access needs, please contact us at [info@closethegap.org.uk](mailto:info@closethegap.org.uk).

If you would like to discuss the role, please contact Lindsey Millen, Head of Policy and Development, at [lmillen@closethegap.org.uk](mailto:lmillen@closethegap.org.uk)

If you have any questions about the recruitment process or the online application, you can contact us on [info@closethegap.org.uk](mailto:info@closethegap.org.uk).

