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| **Job Description** | A picture containing text, clipart  Description automatically generated |

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| **Job Title:** | **Period Dignity Regional Lead Officer** | **Reporting to:** | **Learner & Community Engagement Manager** | |
| **Position:** | **Support** | **Grade:** | **DA10** | |
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| **Purpose** | | | | |
| Working in partnership across the Tay Cities Region to aid in the implementation of the Period Product Act, this post aims to coordinate and streamline the approach to Period Dignity across Perth & Kinross, Dundee and Angus. The Lead Officer will provide outstanding project leadership and management for a range of activities, events, and outcomes. This will include engaging with staff, partners, communities and young people in developing and delivering a campaign that stretches across our regions, raising awareness and understanding of the Period Product Act and the expanse of work happening in our respective communities. Specific tasks and responsibilities will include:   * Coordinating an approach to Period Dignity across Tayside which will include advising on good practice, identifying partnership opportunities and regional delivery * Project planning and engaging project members and participants * Creating and developing clear lines of communication between the educational institutions and Local Authorities (project team) * Ensuring coherence and complementarity of all activity * Monitoring and evaluation of the activity across the region * Maintaining compliance with the Period Products (Free Provision) Scotland Act | | | | |
| **Accountabilities / Areas of Responsibility** | | | | |
| 1. To develop and implement a project plan in collaboration with the educational institutions and Local Authorities.   2. To deliver the vision, aspirations and transformations in awareness, engagement, culture and inclusiveness which underpins the Period Product Act.   1. Develop strong, positive working relationships with all members of the Working Group to gather localised information on a regular basis, ready to report and promote. 2. Coordinate marketing campaigns to raise awareness of our regional approach to eradicating period poverty, creating a strong and consistent media presence (social and traditional media) to normalise and make visible. 3. Coordinate the creation of a project landing page, gathering and providing all necessary information relating to the availability and location of products in our communities, associated activities and opportunities and links to nationwide information. 4. Provide support to the project team in identifying, developing and facilitating events and activities that engage our communities and young people, creating opportunities for learning, networking, and accessing free products, (with a particular focus on identifying barriers to access and reducing the stigma around menstruation and period products. 5. Represent the project team on all period poverty arrangements, processes and outcomes related to our regional activity with internal and external partners. 6. Develop and monitor milestones and timelines for the overall project and individual activities. 7. Report on a regular basis to the project team and key partners on progress, developments, and challenges including identification of any shortfall in provision and solutions 8. Work in different environments (both office based and outreach), at times best suited to the community (including some evenings). 9. Other duties as required or as determined through project developments. 10. Ensuring that all tasks are carried out in accordance with the College health and safety policy and procedures to maintain a safe working environment. | | | | |
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**Notes on Duties and Responsibilities**

The duties and responsibilities on this job description are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.  It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the grade of the post.  The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary. **From time to time some or all of your working time may be assigned to projects supported by European Funding.**

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Description automatically generatedPerson Specification: Period Dignity Regional Lead Officer**

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| **Experience** | |
| **Essential**   * Experience of devising and delivering marketing and promotional campaigns to reach various audiences * Experience of successful working with a wide range of stakeholders to deliver project outcomes and enhanced opportunities that achieve the desired impact * Successful track record of engaging and working with people from a diverse range of cultural and socio-economic backgrounds, in particular young people. * Experience of developing and facilitating creative and engaging community- based activities | **Desirable**   * Experience of working across a wide geographic area * Experience in working to tackle poverty and inequality (health, education, community) * Understanding of the Period Products (Free Provision Scotland) Bill, the Period Products Act, and the national App PickupMyPeriod |
| **Education and Qualifications** | |
| **Essential**   * Qualification at degree level (SCQF level 9) in a relevant discipline * Recent evidence of professional updating | **Desirable**   * Marketing, Community/ Education or Health related qualification |
| **Skills / Ability** | |
| **Essential**   * Ability to communicate and confidently present complex information to a range of audiences which include oral, written and presentation skills * Competent in the use of IT systems in particular, Microsoft Office 365, MS Teams and Social Media Networking * Strong organisational skills * Ability to develop and maintain strong, effective partnerships and collaborations | **Desirable**   * Creative skills |
| **Personal** | |
| **Essential**   * Energy and enthusiasm * Patience and a sense of humour * Ability to work on own initiative, problem solve, manage own time, prioritise, and meet tight deadlines - flexible approach to working hours and tasks * Solutions and future focused approach to achievement of mutually beneficial outcomes * Creativity and ability to develop innovative approaches and projects * Highly motivated with ability to engage, motivate and develop others * Self-aware with personal integrity * A good team player * Calm and professional manner * Confidential and discreet * Seeks out and enjoys new challenges * Actively seeks improvement * Ability to multitask * Flexible approach to working hours and tasks * Driving licence and access to a vehicle – the post holder will be required to travel efficiently between various work locations across Angus, Tayside, and Perthshire | **Desirable** |

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| da_logo | **EMPLOYMENT INFORMATION**  **FULL TIME FIXED TERM SUPPORT POSTS** |

**Superannuation**

Support staff of Dundee and Angus College automatically join the Local Government Pension Scheme administered by Dundee City Council. Contributions are based on pensionable earnings in line with the Local Government Pension Scheme. This is a career average salary pension scheme with a tiered employee contribution rate.

**Holidays**

The leave year for support staff currently runs from 1 September to 31 August. You will be entitled to 45 days annual leave per annum (pro-rata if less than one year's service or part-time) inclusive of college closure days.

**Hours of Work**

Your hours of work will be 35 per week with one hour (unpaid) for lunch. **Fixed Term until 1 August 2024.**

**Probationary Period**

You will be on a six month probationary period. After this period your position will be made permanent should there be no performance related issues. If performance related issues are highlighted during this period then your probationary period may be extended. If those performance related issues do not improve then the employer may terminate your contract giving one weeks’ notice.

**Sickness/Absence**

Eligibility to sickness allowance is dependent upon length of continuous service at commencement of absence as follows:

**SERVICE FULL PAY HALF PAY**

Less than one year 1 month 1 month

One year, but less than 2 years 2 months 2 months

2 years but less than 3 years 4 months 4 months

3 years but less than 5 years 5 months 5 months

5 years or more 6 months 6 months

Salary paid during periods of absence is inclusive of Statutory Sick Pay (SSP) if an employee is eligible. If an employee has insufficient National Insurance

contributions they may not be eligible for SSP. Self-certificate forms and/or doctor's medical certificates will be required at all times.

**Remuneration**

The rate of remuneration will be in accordance with the provisions of collective agreements reached from time to time.  This includes agreements reached by the National Joint Negotiating Committee and by the local College Joint Negotiating Committee.

Salary will **£33,153 - £36,126 per annum**

A month's pay is 1/12th of the full annual salary.

**Location**

We have 3 campuses: Kingsway Campus which includes the Space, Gardyne Road Campus and Arbroath Campus. Staff may be requested to work at any of the Dundee and Angus College campuses. Reimbursement is available for essential travel between campuses. **Please note this is a** **Regional Post (working with community partners Dundee & Angus College, Perth College, Dundee City Council and Angus Council).**

**Disclosure**

Successful candidates will be required to complete a PVG Scheme Record under the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007.

**Staff Development and Training**

Dundee and Angus College is committed to the continuous development of its staff in order to meet strategic, operational and team objectives. The College recognises that whatever post is held, there will be times when additional training and support may help staff continue to do their job effectively and to the quality standards required.

Staff will be expected to attend regularly, a variety of internally organised Continuous Professional Development and Staff Development events – ranging from generic training to curriculum development to legislative updates.

Staff can also apply for external staff development programmes and courses providing the development is categorised as enhancing the needs of the College or Curriculum, as well as meeting personal development needs.