



<p>ROLE DESCRIPTION</p> <p>PROJECT OFFICER</p> <p>(TEMPORARY POST – 1 YEAR)</p>
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Grade and Salary	Circa £24,000 pa
Location	Scotland National Office, Edinburgh + flexible/fieldwork
Line Manager	Martin Henry, National Manager
Organisational Structure	National Steering Group/Project Reference Group (X2)
Role Summary	Project Officer – <ul style="list-style-type: none"> • Public Information/Prevention Pathfinder • Prisons Project

JOB SPECIFICATION – MAIN DUTIES AND RESPONSIBILITIES	
Public Information/Prevention Pathfinder (Dundee):	
<i>Planning</i>	<ul style="list-style-type: none"> • Prepare Project Initiation Document (PID) and Project Plan • Consult with key partners
<i>Baseline research survey</i>	<ul style="list-style-type: none"> • Jointly agree social marketing methodology and questionnaire design • Undertake baseline research jointly with social marketing agent
<i>Information provision</i>	<ul style="list-style-type: none"> • Shape public information materials in response to insights from baseline research

	<ul style="list-style-type: none"> • Disseminate information to variety of sites in pathfinder locality
<i>Analysis</i>	<ul style="list-style-type: none"> • Undertake broad qualitative analysis findings of baseline research survey (Stage One and Stage Two)
<i>Reporting</i>	<ul style="list-style-type: none"> • Produce midway report for Project Reference Group and key stakeholders • Draw together insights from project and compile final report
Prisons Project:	
<i>Planning</i>	<ul style="list-style-type: none"> • Prepare Project Initiation Document (PID) and Project Plan • Consult with key partners (in particular SPS)
<i>Information provision</i>	<ul style="list-style-type: none"> • Collate sexual abuse information material (in tandem with Public Information Pathfinder activity) • Engage with the Scottish Prison Service and relevant prison staff • In partnership with in-prison services disseminate information in selected prisons
<i>Analysis</i>	<ul style="list-style-type: none"> • Design tool to measure whether identified key outcomes have been achieved • Measure whether the identified key outcomes have been achieved
<i>Reporting</i>	<ul style="list-style-type: none"> • Produce midway report for Project Reference Group and key stakeholders • Provide verbal reports to relevant bodies as required • Draw together insights from project and compile final report (in consultation with the SPS and other partners)

Additional responsibilities/functions
<ul style="list-style-type: none"> • Attend and contribute to a range of meetings • Access relevant research and policy • Communicate effectively with partners and relevant community participants and stakeholders

Key contacts (external)
<ul style="list-style-type: none"> • Scottish Government - Survivor Scotland Team (Health & Wellbeing) - Public Protection Unit (Justice) - Child Protection Team (Education) - Communities Directorate (Health & Wellbeing)
• Project Board - Community Disclosure Pilot (Tayside)
• National Community Disclosure Project Board
• Community Safety Partnerships
• Local community groups and activists (Pathfinder area)
• Advance Social Marketing
• MAPPA (Tayside) and Community Justice Authority
• Local Authority (relevant Departments and Managers)
• Tayside Police - Public Protection Unit
• Child Protection Committee
<ul style="list-style-type: none"> • Association of Chief Police Officers in Scotland - Management of Offenders W/Group - Child Protection W/Group
• Scottish Prison Service (SPS)
• Governors and staff (selected prisons)
• Families Outside
• SACRO
• MAPPA National Co-ordinator
• Printers and suppliers
• All other relevant agencies and stakeholders as identified in course of Projects

Reporting	
<i>Public Information/Prevention Pathfinder</i>	<ul style="list-style-type: none"> • Project Reference Group • Tayside Community Disclosure Pilot Project Board
<i>Prisons Project</i>	<ul style="list-style-type: none"> • National Reference Group (Stop it Now! Scotland) • Project Reference Group • National Steering Group (Stop it Now! Scotland)
<i>Progress reports (across Projects)</i>	<ul style="list-style-type: none"> • Survivor Scotland (Scottish Government)

PERSON SPECIFICATION		
Attributes	Essential	Desirable
<i>Education/qualifications</i>	Ordinary or Honours Degree in either <ul style="list-style-type: none"> - social science - criminology - psychology - law - related subject Qualitative analysis skills Knowledge of child sexual abuse/sex offending/public protection in Scotland	Post-graduate qualification Social marketing experience
<i>Experience</i>	Experience in conducting qualitative interviews and/or focus groups Experience in analysing quantitative/qualitative data	Experience of partnership work and collaboration across disciplines and/or agencies Experience in presentation and public speaking
<i>Skills/Personal attributes</i>	Excellent written and spoken communication skills Ability to work independently and collaboratively Willingness and ability to travel in Scotland	Motivation to improve public and child protection in Scotland

Management and supervision	
<i>Line management</i>	The post is directly responsible to the National Manager of Stop it Now! Scotland with further reporting to the National Steering Group
<i>Project Management</i>	The Public

<p><i>(PI Pathfinder)</i></p> <p><i>Prisons Project</i></p>	<p>Information/Prevention Pathfinder Project (Dundee) will be steered by a Reference Group appointed by the Project Board for the Community Disclosure Pilot in Tayside (with local community safety partnership representation)</p> <p>The Prisons Project will be steered by a Reference Group comprised of the SPS and other relevant stakeholders</p>
<p><i>Supervision</i></p>	<p>Formal supervision will be provided in regular monthly sessions with the National Manager and supplemented with frequent information sharing and development meetings</p>

<p>Travel and location</p>	<p>The post will be located at the National Office of Stop it Now! Scotland in Hart Street, Edinburgh</p> <p>However, since the Projects are being conducted in close collaboration with external agencies and stakeholders and involve fieldwork, much time will be spent in the Pathfinder locality (Dundee), within the selected prison sites (in central Scotland) and in consultations and meetings with partners. Travel will therefore be required.</p> <p>Necessary flexibility exists to permit an amount of home-based work with authorisation</p>
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<p>Additional provisions</p>	
<ul style="list-style-type: none"> • Funding for the post is provided by the Scottish Government through the Survivor Scotland National Strategy (Project Development Fund) for the period 2010/2011. • The post is therefore a temporary post with expected expiry date in March 2011. • The post holder will be expected to liaise effectively with other projects funded by the Scottish Government (Survivor Scotland Project Development Fund) during the 	

course of the period of employment

- It is intended that all key deliverables and outcomes will be achieved by the expiry of the funding period/post (March 2011)
- All materials and outputs developed within the Projects will be branded with the Survivor Scotland logo and, as appropriate, those of other relevant partner agencies and stakeholders.

MARCH 2010