



**We are recruiting a Senior Project Officer (fixed term – 9 months)**

Maternity Action is the UK's leading charity committed to ending inequality and improving the health and well-being of pregnant women, their partners and young children.

We are seeking a capable person to undertake a project to research, coordinate and promote four short videos guiding pregnant women and new mothers through the processes they need to follow to resolve disputes about management of sickness and health and safety at work; and to undertake scoping work on the use of apps to deliver maternity rights information. This post will be working closely with our Legal Officer, a video production company and other staff. This is a 9 month, fixed term position.

We are looking for someone with sound research and analytical skills, experience in conducting focus groups on sensitive issues and the ability to work with individual women on a project, including dealing with sensitive health issues. It is desirable that the person has knowledge of employment rights and experience in developing and piloting audio-visual resources.

The role will be part of our small team based in Old Street, London. The post is for 35 hours a week. We are happy to consider flexible working arrangements. There will be regular meetings in London and occasional travel outside London.

Please send us an application outlining how you meet the selection criteria and your CV. Applications close 1 February 2016. Interviews will be held 5 February January 2016.

Email: [recruit@maternityaction.org.uk](mailto:recruit@maternityaction.org.uk)

This post is open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1).

Maternity Action  
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## **Job description: Senior Project Officer**

Reporting to: Director  
Accountable to: Director  
Salary: £28 000 p.a.  
Hours: 35 hours/week

### Job purpose:

To undertake a project to research, coordinate and promote four short videos guiding pregnant women and new mothers through the processes they need to follow to resolve disputes about management of sickness and health and safety at work; and to undertake scoping work on the use of apps to deliver maternity rights information. This will involve discussion of sensitive health issues with women.

### Key tasks:

1. Undertake a short literature review on pregnancy discrimination
2. Hold focus groups with low income women and interview union officials working with low income women (with input from our Legal Officer)
3. Prepare detailed evaluation plan (with input from our Senior Research and Policy Officer)
4. Coordinate development of the script for the four videos, working with the video production company, Legal Officer, Communications Volunteer and Director
5. Coordinate shooting and editing of the scripts by the video production company
6. Pilot the videos with low income women and revise them based on feedback received.
7. Plan and implement dissemination of videos through traditional and social media and workshops with low income women
8. Collate and analyse data collected according to the evaluation plan, and write up evaluation.
9. To undertake other duties as may be required from time to time

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## Person description

### Knowledge/Qualifications:

- Degree in a relevant discipline (E)
- Knowledge of employment rights, including the process for resolving an employment dispute - informal meeting, formal grievance, ACAS conciliation and ET (D)
- Understanding of feminist principles (E)

### Experience:

- Experience in conducting focus groups on sensitive issues (E)
- Experience of communicating using traditional and social media (E)
- Experience in completing projects on time and within budget (E)
- Experience in developing audio-visual resources (D)
- Experience in piloting information resources (D)
- Experience of working in a small team (D)

### Skills:

- Ability to work with individual women on a project, including dealing with sensitive health issues (E)
- Good research and analytical skills (E)
- Excellent written and spoken communication skills (E)
- Good computer skills (E)
- Good teamwork (E)

### Circumstances:

This post is for a fixed term of 9 months. It is unlikely to be extended.

Occasional travel outside of London. Occasional unsociable hours.

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