



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future



Job Description: Research Assistant (Equality in Progress project)

Hours of work: 35 hours per week

Salary: £9,500 Salary for 6 month fixed term contract

Holidays: 12.5 days plus 6 public holidays

Reporting to: Equality in Progress Project Coordinator

Main Purpose: To provide research assistance in the charting of the (recent) historical impact and scoping the potential of feminist agency in addressing structural inequalities in the museums sector.

Project Description:

Glasgow Women's Library is a new form of feminist institution in the library, museum and archive sector as a Recognised Collection of National Significance. The Equality in Progress project is a timely audit of the impact of feminist approaches that inform and go beyond 'tick box' equality, diversity and inclusion to enable a sea change in the sector.

Main Duties and Responsibilities:

Produce desk research that gives an overview of:

- The international literature on feminist (approaches in) museums
- A literature review of the research and reporting on EDI in the (UK) museums sector
- An 'outsider' review of GWL's approaches to addressing inequalities in its practise
- To provide an external perspective and insights as GWL make progress in developing their training in EDI for museums
- To become familiar with our training and consultation and gain experience in supporting its delivery if this is of interest to them.
- To bring together the research as part of a project report which collates and references findings

Fixed Term 6 Month Contract funded by the Social Innovation Fund

This post is exempt for women only under Schedule 9 part 1 of the Equality Act 2010

CLOSING DATE FOR APPLICATIONS: 12 Noon Monday 11th December 2017

Interviews will be held on Monday 18th December and Tuesday 19th December 2017.



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Registered Company No: 178507 Charity No: SC029881

**Person Specification:
Research Assistant (Equality in Progress project)**

The Person Specification is designed to let applicants know what is required in relation to the attributes of a successful candidate. The Person Specification is divided between 'essential' and 'desirable' attributes.

In order to convince the selection panel that you should be short-listed for interview, you must be able to show that you meet **all** the essential requirements. If you can also meet some or all of the desirable requirements, then you will have further advanced your case for a successful application.

Please try to structure your own answers on the application form to show the panel how you meet these requirements, especially the essential ones. If you are called for interview, the panel will ask you questions specifically designed to confirm your ability to meet such requirements.

Skills and Abilities	Essential	Desirable
Research skills: Finding and reading appropriate papers, reports, articles and statistics	√	
Research skills: Collating relevant information and furthering research into particular areas as required	√	
Research skills: Conducting relevant research analysis using qualitative and quantitative methodologies	√	
Report writing: Bringing together research	√	
Excellent all round ICT, administrative and organisational skills, including Microsoft Office	√	
Excellent communication skills, both written and verbal	√	
Ability to work sensitively and flexibly with a broad range of women on feminist or gender-specific topics	√	
Ability to work as part of a team	√	
Ability to work on own initiative without close supervision	√	
Ability to work flexibly including evenings and occasional weekends if required	√	
Experience	Essential	Desirable
Experience of undertaking research tasks	√	
Experience locating research materials	√	
Experience writing research reports	√	
Knowledge	Essential	Desirable
A knowledge and understanding of women's equality and social inclusion issues	√	
A knowledge and understanding of museum access, representation and inclusion issues		√

