



## **Further particulars for the post of Administrative Assistant with Scottish CND**

### **1. The Organisation**

The aims of SCND are:

- (a) The unilateral abandonment by Britain of nuclear weapons, nuclear bases and nuclear alliances, as a prerequisite for a British foreign policy which has as its main objective the world-wide abolition of nuclear, chemical and biological weapons leading to general and complete disarmament.
- (b) Opposition to the manufacture, stockpiling, testing, use and threatened use of nuclear, chemical and biological weapons by any country, and to policies of any country or group of countries which make nuclear war more likely, or which hinder progress towards a world without weapons of mass destruction.

We publicise the anti-nuclear weapon message by giving talks and arranging lectures, by giving out information leaflets and posters, by attending festivals and other events, and by running street stalls and roadshows. We write reports, leaflets and a bi-annual magazine. We have a membership of over 3,000 and about 11,000 supporters. We regularly communicate with members of government at all levels, with journalists and with other activists in the fight against weapons of mass destruction.

### **2. The Structure**

Scottish CND is run by an Executive Committee of 12 volunteer members. The Office Bearers of the Committee are the Chair, two Vice Chairs, a Treasurer and a Secretary. There are two members of staff, designated Organisers, who report to the Executive Committee and who meet with the Office Bearers regularly. The holder of this post, Administrative Assistant, will be managed by the designated Organiser and will be ultimately responsible to the Executive Committee.

### **3. The Premises**

Scottish CND's offices are at 77 Southpark Avenue, Glasgow, (behind and attached to Wellington Church). The offices are reached by a short stair and the toilets are downstairs from the office. We very much regret that we cannot change the premises to accommodate wheelchair access.

### **4. Convictions question on the application form**

On the application form we ask, "Have you any unspent criminal convictions or bindovers, or any cautions, warnings or reprimands". The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers. Before you can be considered for appointment with the Scottish CND we need to be satisfied about your character and suitability.

Any offer of employment may be subject to a satisfactory disclosure from the Central Registered Body in Scotland (CRBS). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

We aim to promote equality of opportunity and are committed to treating all applicants for positions fairly and on merit regardless of race, marital status, religion, disability, sexual orientation, age or belief. We undertake not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.