



**Dundee International Women's Centre**  
Unit 9, Manhattan Business Park,  
Dundonald Street, Dundee  
DD3 7PY

## **Background of Dundee International Women's Centre**

The DIWC has been in existence over 50 years and aims to address the needs of all women, with an emphasis on those from Black and Minority Ethnic Communities; to promote and create opportunities for social, political and economic inclusion and for the advancement of women's education and employment. The Centre runs a range of social and skills based learning as well as accredited training, employability support, childcare and awareness raising.

**This post is open to women only. Exempt under Schedule 9 of the Equalities Act 2010**

**JOB TITLE:** Digital Tutor

**RESPONSIBLE TO:** Project Leader(s)

**LOCATION** DIWC with some home working

**MAIN PURPOSE:** Create a bank of digital materials to support understanding and promote discussion of Reduction of violence against women and Reduction of division and extremism within groups of women who are learners at DIWC

**Hours:** 9/week over 36 weeks (August 2022 – June 2023)

**Salary:** £15/hour (sessional)

**Initial length of contract:** 1 year

**To Apply:** please contact [mail@diwc.co.uk](mailto:mail@diwc.co.uk) for an application form

### Job Description

- Create new digital materials to enhance the presentation of the projects that include slides, web-based seminars, printed manuals, training videos, and more
- Work to project targets, objectives and timelines set by the funder and the organisation
- Monitor and evaluate the effectiveness of materials and update accordingly
- To demonstrate knowledge and understanding of issues of stratification which affect the equality of women in society
- Review/research and keep up to date with online safety, settings, and marketing tactics to ensure that the most recent research is being adapted into 'takeaway' messages for learners and staff
- Other relevant tasks as required

### Personal Specification

- Ability to demonstrate creation of effective learning materials for a range of learners, using a variety of systems (essential)
- Understanding specific barriers of engagement across communities and how these will impact on the materials created (essential)
- Ability to work without supervision (essential)
- Proven track record of working in a team with different levels of digital abilities (essential)
- Experience of working with ESOL learners (desirable)
- Commitment to the values of women's equality (essential)
- Good understanding of the gendered approach to violence against women (desirable)
- Commitment to the values of community cohesion (essential)
- Good understanding of the Scottish Government's Prevent Programme and the ways in which the internet can be used to spread division and hatred (desirable)

**This post is open to women only. Exempt under Schedule 9 of the Equalities Act 2010**

DIWC is a private Ltd Company No. 268081 and Scottish Charity No. SC014949