



Dundee International Women's Centre

# Cost of Living Project Worker



Dear Applicant

Thank you for your interest in applying for a post with Dundee International Womens Centre (DIWC).

Please find enclosed the following documents: -

- Background and History of DIWC
- Advice on completing the Application Form
- Job Description and Person Specification
- Application form

**Please do not send a curriculum vitae as this will not be considered.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from application documents relating to the successful candidate.

Your completed application should be submitted via email by sending it to [mail@diwc.co.uk](mailto:mail@diwc.co.uk).

Please note this post is **21 hour post fixed term for 12 months.**

We look forward to receiving your completed application form.

Enquiries about this position are welcome by emailing [mail@diwc.co.uk](mailto:mail@diwc.co.uk)

Yours sincerely

Kristina Piggott  
Manager Strategy and Operations

**Dundee International Women's Centre**

Unit 9, Manhattan Business Park,  
Dundonald Street, Dundee  
DD3 7PY

**Background of Dundee International Women's Centre (DIWC)**

DIWC has been in existence for over 50 years and aims to promote and create opportunities for women's social, political and economic inclusion and for the advancement of education. The Centre has developed an expertise in working with women, particularly those from black and ethnic minority communities, living in Dundee and surrounding areas and runs a programme of social, recreational and educational activities.

DIWC reviews its aims and objectives on an annual basis, setting out clearly the work of the Centre for the forthcoming year. In order to ensure the effective implementation of these objectives each staff member is expected to contribute to the planning process and to prepare and work to an individual work plan in relation to their key areas of work.

<b>Post Title:</b>	Cost of Living Project Worker
<b>Accountable to:</b>	Manager Strategy and Operations
<b>Salary:</b>	<b>£15.13 per hour, £16,521 per annum</b>
<b>Hours of Work:</b>	<b>21 Hours per week – Fixed Term for 12 months (with potential of continuation subject to further funding).</b>
<b>LOCATION</b>	Dundee International Women's Centre
<b>MAIN PURPOSE:</b>	To support marginalised women from BME communities so that they will receive relevant and up to date advice and signposting and will be able to access better services and enjoy the same opportunities to reduce their costs and receive those benefits they are entitled to as the rest of the community.
<b>Closing Date:</b>	Friday 28 <sup>th</sup> July 2023 at 5pm
<b>Invites to interview:</b>	Will go out week commencing <b>Monday 31<sup>st</sup> July 2023</b> (only successful applicants will be contacted)
<b>Interviews to be held</b>	Week commencing 7 <sup>th</sup> August 2023

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

## ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of DIWC's commitment to equal opportunities, candidates for each post are treated equally and fairly. Application forms are the only basis on which the first selection is made to decide who will proceed to the next stage of recruitment and which applicants will be called for interview. Therefore, only information, which appears on the form (and any continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us to showcase your skills and experience.

These advice notes are intended to help you to complete your form effectively.

- 1 Please read all the information provided especially the job description, job tasks and person specification for this role. These outline the key duties you would be expected to carry out in this post and lists the skills, knowledge, and abilities that the short listing/interview panel will be looking for.
- 2 In the section Why are you suitable for this position? **This is your chance to explain why you are suitable for the job. It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples.** Relevant experience may be from your current or previous jobs or volunteering and life experiences.
- 3 **Please do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**
- 4 All applicants must complete all parts of the application form.
- 5 Application forms must arrive on time, forms arriving after the closing date and time will not be considered.
- 6 If you do not wish one or all references to be contacted before interview please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

Any questions relating to the application form please email [mail@diwc.co.uk](mailto:mail@diwc.co.uk)

## **KEY WORK AREAS**

The following key work areas outline your main areas of responsibility. Examples of the kind of activities to be undertaken are outlined for each area and specific duties/goals will be directed by your line manager.

### **1. Work With Women**

- To implement the strategic aims of DIWC in relation to development of work with women, in particular ensuring that all action is person-centred and involves informed consent.
- To provide information and advice to learners on a range of issues such as benefits, housing, food banks and to make phone calls on their behalf
- To buddy women to first appointments with other organisations if required
- To assist women to complete forms and access IT
- To ensure that interpretation services are provided where it is a statutory right
- To apply for emergency funding on behalf of women
- To catch up with women who stop coming to the centre without informing their teacher, in case there is a financial barrier to attendance

### **2. Forward Planning and Needs Assessment**

To work with the Manager and colleagues in the overall planning, development and delivery of Centre's activities.

To undertake a needs analysis on behalf of learners in relation to the Cost-of-Living Crisis and the impact on women and families who attend our centre.

To identify local needs and priorities and facilitate in assessing and meeting the needs of learners

To work with existing staff and the Board of Directors in developing and promoting the Centre's projects and especially promoting the involvement of women from minority ethnic communities

To help establish and implement monitoring and evaluation systems for measuring learner's progress

### **3. Partnership Working**

- To identify organisations which can support learners with financial and other barriers (for example, Citizens' Advice, Welfare Rights, food and clothing banks etc) and make positive and constructive partnerships with them.
- To maintain and develop good working relationships with relevant agencies and volunteer projects that are working with DIWC
- To promote the work and raise the profile of the DIWC generally by publicising its programme of activities

### **4. Financial Management and Fund-raising**

- To work within the set budget and fundraise where appropriate
- To ensure relevant day to day financial records for activities are maintained including submitting receipts, payments, travel expenses etc
- To compile and prepare financial information, where required, for the line manager and others as required.

### **5. General and Other Relevant Duties**

To accurately record maintain IT systems, this can include maintaining relevant records.

To develop skills with resources and technology in line with learners' needs

To plan, organise and make effective use of equipment and resources.

To undertake any other related duties as required by the line manager.

This job description is a broad description of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties of an equivalent level that are necessary to fulfil the purpose of the job.

## DUNDEE INTERNATIONAL WOMEN'S CENTRE

### PERSON SPECIFICATION – COST OF LIVING PROJECT WORKER

	Essential	Desirable	Method Assessed
<b>Attainments and previous experience</b>	Experience of working with women in varied communities and minority ethnic group	Experience of working for a voluntary organisation	Application Form and Interview
	Experience of providing advice, information and signposting to disadvantaged people	Experience of providing benefits, debt and money advice	Application Form and Interview
	Experience of developing effective relationships with statutory and third sector partners		Application Form and Interview
<b>Education</b>		Qualification in providing advice and information, listening skills and/or counselling	Application Form
<b>Skills</b>	Fluency in written and spoken English	Bi- or Multi-lingual	Application Form and Interview
	Strong organisation skills, ability to manage tasks and own workload.		Application Form, Interview
	Excellent listening skills and able to work empathically and in a caring and non-judgemental manner		Application Form, Interview
	Strong track record of professional standards		Application Form, Interview
	Excellent communication skills which include oral, written and presentation skills		Application Form, Interview
	Understanding of equal opportunities, race relations, ethnic minority and community support needs	Clear understanding of the barriers which face minority ethnic groups	Application Form, Interview
	Highly motivated individual with the ability to motivate others including the ability to enthuse learners		Application Form, Interview
	Good IT Skills and ability to use Microsoft Office		Interview
	The ability to work on your own initiative as well as part of a team		Application Form, Interview

<b>Other Requirements</b>	Flexible approach to respond to learner and team needs as and when required.	Car driver/owner	Application Form
	A commitment to equal opportunities		Application Form, Interview
	Able to think creatively, enjoys new challenges and ability to multitask		Application Form, Interview
	Able to support the aims and values of the Organisation		Application Form and Interview