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**Dundee International Women’s Centre**

**Delivering Equally Safe Project Lead**

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 **16 hour post fixed term to 31 March 2025.**

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.

**Post Title:** Delivering Equally Safe Project Lead

**Accountable to:** Manager Strategy and Operations

**Salary:** **FTE £34,359 (£15,707 for 16 hours)**

**Hours of Work:** **16 Hours per week – Fixed Term to 31/3/2025 (with potential of continuation subject to further funding).**

**LOCATION** Dundee International Women's Centre

**MAIN PURPOSE:**  To educate women about the violence against women in society with a view to reduction of violence against women across society. To lead others and ensure that a variety of ways are implemented to meet quantitative and qualitative objectives.

**Closing Date:** Friday 12 April 2024 at 5pm

**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 lead DIWC’s Respected, Equal and Safe project, funded by the Scottish Government’s Delivering Equally Safe Fund.
* To implement, develop and manage the project, including targets, objectives and outcomes set by the funder and the organisation
* To liaise with our learners and staff to gain an understanding of training needs; assess training to develop and produce an innovative training programme that includes web-based seminars, printed manuals, group sessions, training videos, and more
* To ensure that all materials are appropriate to the level of English of the women who will be using them.

1. **Forward Planning and Needs Assessment**

* To work with the Manager and colleagues in the overall planning, development and delivery of Centre's activities.
* To work with project staff to ensure that materials are appropriate for DIWC learners.
* To gather appropriate data in order to evaluate the impact of the project and to complete funding reports as required.
* To liaise with funder to agree outcomes and indicators.
* 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

1. **Partnership Working**

* To represent DIWC on the Dundee Violence against Women and Girls Partnership and participate in planning for 16 Days of Activism
* To identify and contact organisations which would be interested in receiving training on the specific issues faced by BME women when it comes to Violence Against Women.
* To present in person or online training to other organisations including health and social care professionals and aspiring professionals.
* To promote the work and raise the profile of the DIWC generally by publicising its programme of activities

1. **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.

1. **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.

1. 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 – PROJECT LEAD**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method Assessed** |
| **Attainments and previous experience** | 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 developing and delivering high quality training at multiple levels |  | Application Form and Interview |
|  | Experience of developing effective relationships with statutory and third sector partners |  | Application Form and Interview |
| **Education** | Degree in Women’s Studies or related subject | **Experience of working in the violence against women field and understanding of the Scottish Government’s Gendered Approach to VAW** | Application Form |
| **Skills** | Fluency in written and spoken English | **Bi- or Multi-lingual** | Application Form and Interview |
|  | Proven ability to plan and manage projects in line with the demands of funders with minimal supervision |  | Application Form, Interview |
|  | Proven ability to collect appropriate data for evaluation and to produce reports for funders. |  | 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 |
| **Other Requirements** | 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 |