



September 2018

Dear Applicant,

Thank you for your interest in applying for the post of Employability Project Coordinator with Amina – the Muslim Women's Resource Centre.

Due to the nature of the duties of this post, it is reserved for women only under Schedule 9, Part 1 of the Equality Act 2010.

Enclosed in this pack you will find the following information:

- Main functions of post & person specification
- Guidelines for completing the application form
- Application Form
- Equal Opportunities Monitoring Form
- Background information on Amina - the Muslim Women's Resource Centre.

Conditions of service for this post include the following:

- 35 hours per week
- Initially until March 2019 (likely to be extended subject to further funding)
- Annual leave of 37.5 days per annum - pro rata (inclusive of public holidays)
- Hours to include evening and weekend work where required for which time off in lieu will be awarded in agreement with line manager.

Amina - the Muslim Women's Resource Centre is an equal opportunities employer and is strongly committed to increasing employment opportunities for black and ethnic minorities, women, and disabled people. If you need any special arrangements to be in place should you be called for interview, please let us know when you apply so that we can organise this.

Please note that the application form should be typed and **emailed** to recruitment@mwrc.org.uk, with the subject heading of your email noted as the job title.

The closing date for applications for this post is midnight, Sunday 23rd September 2018.

Yours sincerely

Amina Recruitment Team

Citywall House, 32 Eastwood Avenue, Glasgow, G41 3NS Tel: 0141 212 8420

1/3, 6 Whitehall Crescent Street, Dundee, DD1 4AU Tel: 01382 787450

Greyfriars Charteris Centre, 138/140 The Pleasance, Edinburgh, EH8 9RR

info@mwrc.org.uk

www.mwrc.org.uk

Registered in Scotland No: SC432921

Scottish Charity No: SC027690

Job Description: 'Inspiring Aspirations' Employability Project Coordinator

Hours of work: 35 hours per week

Salary: £28,129 per annum pro rata (37 hours FTE)

Location: Glasgow or Dundee Amina MWRC office with some travel in between our 3 offices and other outreach locations in Scotland

Holidays: 37.5 days per annum - pro rata (inclusive of public holidays)

Pension: Mandatory group pension scheme based on employer contributions of 5% plus additional employee contributions

Reporting to: CEO

Contract: Until 31 March 2019 (likely be extended subject to further funding)

Background

Amina MWRC is a national organisation which works with Muslim women, to provide opportunities to have their voices heard, improve their skills and become more confident in participating in their own communities and at a wider level.

Job Role

The Project Co-ordinator will be responsible for developing and overseeing the 'Inspiring Aspirations' project. She will line manage, support and supervise staff including Employability Project Officers. The successful candidate will take a lead role in co-ordinating and developing employability initiatives and collaborations between key partners in the voluntary, statutory and private sectors – with a view to impacting upon the 'Inclusion through Employability' project's objectives.

Out of hours working may be required – including occasional evening and weekend work.

Key Tasks and Activities

- To take a lead in developing workplans for the project as agreed with the Director
- To oversee and manage the project
- Source and apply for suitable funding to sustain and grow the project
- Comply with funding requirements, such as completing and submitting monitoring reports with support of your line manager
- To provide support and supervision to Employability Officers
- To provide effective line management and advice to Employability Officers in the planning, design and delivery of employability initiatives and workshops for Muslim/Minority Ethnic (ME) women
- Monitor databases and accurately record all information to supervise effectiveness of service
- Develop monitoring and evaluation frameworks to ensure that impact can be measured accurately

- To provide an individual, client-centred, impartial and effective personal employability service that will assess and assist clients to make informed choices
- To ensure delivery of an effective client focussed service as well as a service which is sensitive to the needs of clients
- To take a lead role in co-coordinating, developing and initiating key employability workshops/events/activities (e.g. Employability Mentoring, confidence building, identifying role models), and ensuring effective 'roll out' with Muslim/ME women
- To co-ordinate and support delivery of employer engagement activity (e.g. faith and cultural training) with a view to increasing employability/placement opportunities available for Muslim/ME women
- To develop and maintain an awareness of labour market needs and communicate information to staff and clients
- To support the marketing, recruitment and selection processes relating to internal programmes to best meet the needs of the client group working with employability projects
- To work closely with other Amina projects to develop and manage provision of outreach and service delivery
- To proactively market the range of services available within Amina to a range of external agencies, local communities and employers to support the development and growth of partnership working
- To attend meetings, working groups, conferences and conventions as required.
- Contribute to Amina's performance indicators and attend and contribute to team performance, planning meetings etc.
- Keep accurate records and report on impact and progress of the project to the Director, the Amina Board and to the funder(s)
- Be aware of confidentiality and adhere to practice within the boundaries of the Data Protection Act.
- Demonstrate an active commitment towards equal opportunities and anti-discriminatory practice
- Carry out the duties and responsibilities as defined by Amina's Health and Safety Policy with particular reference at all times to health and safety of employees and members of the public.
- To undertake any other duties appropriate to the post and the needs of the organisation or as directed by management

All of the following requirements will be assessed from a combination of information provided from the application form, the interview process and references:

Skills and Abilities	Essential	Desirable
Excellent verbal, written, communication, presentation and IT skills	√	
Excellent organisational skills and the ability to manage a wide range of tasks	√	
Ability to prioritise and to manage sometimes competing demands and ability to cope with limited resources	√	
Knowledge of the local jobs market	√	
A creative thinker with strong interpersonal skills and the ability to deal with a diverse range of people	√	

Experience		
Experience of working in, or with the voluntary sector	√	
Experience of co-ordinating/managing a project		√
Experience of managing, supervising and supporting staff	√	
Experience in the delivery of guidance and employability support with a good understanding of the social inclusion issues and the barriers faced by unemployed clients in relation to learning, career and life issues.	√	
Experience of implementing monitoring and evaluation systems to measure progress of clients/deliverables	√	
Experience of working with Muslim and Minority Ethnic women and awareness of the barriers they face	√	
Experience of working across different sectors and developing links with other agencies	√	
Experience of organising events.	√	
Experience of report writing competence and an ability to maintain records and produce clear written and oral reports	√	
Experience of writing successful funding applications		√

These posts are exempt for women only under Schedule 9, Part 1 of Equality Act 2010

All women regardless of faith and ethnicity are encouraged to apply

Amina – the Muslim Women’s Resource Centre

Background Information

Aims

- to promote the welfare of Muslim women and counter disadvantage by working with statutory, voluntary and private organisations to ensure Muslim Women’s needs are taken account of in the provision of services.
- to provide culturally sensitive facilities for advice, counselling, support, personal development and training for Muslim women.
- to overcome the social exclusion of Muslim women

Objectives

- to work in partnership with mainstream organisations to assist them to develop culturally sensitive services
- to establish a confidential telephone helpline providing appropriate counselling and advice
- to provide a drop-in centre for Muslim women to find out about available resources within the community
- to develop a system of supported referrals to enable women to access mainstream services

- to develop an advocacy service to enable women to access services
- to undertake community development work

The Organisation

- Amina - the Muslim Women's Resource Centre opened to the public in April 2002. It held its Official Opening on November 1st 2002.
- Staffing currently consists of CEO; Programmes Manager; Helpline & Campaign Officers; Violence against Women Officers; Refugee Support Officers; Employability Coordinator, Officers & Assistant; Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Administration Officers & Finance Officer.
- Funding comes from a range of sources including the Scottish Government, Rank Foundation, Dundee City Council, as well as fundraising and individual donations.
- Amina - the Muslim Women's Resource Centre is managed by an elected voluntary Board of Directors. It is registered as a charity with OSCR – Charity no. SC027690 and Company limited by Guarantee registered in Scotland no: SC432921.