



December 2018

Dear Applicant,

Thank you for your interest in applying for the post of East of Scotland Manager 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:

- 21 hours per week
- Initially until March 2020 (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 9am, Monday 21st January 2019.

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: East of Scotland Manager – Dundee or Edinburgh

Hours of work:	21 hours per week
Salary:	£31,725 per annum pro rata (37 hours FTE)
Location:	Dundee or Edinburgh office with regular travel
Holidays:	37.5 days per annum - pro rata (inclusive of public holidays)
Pension:	Defined contribution pension scheme based on employer contributions of 5% plus additional employee contributions
Reporting to:	Chief Executive Officer
Contract:	Initially until 31 st March 2020 (likely to be extended subject to further funding)

Background

Amina - the Muslim Women's Resource Centre is a national organisation which works with Muslim women by providing platforms to have their voices heard and engaged, to improve their skills and become more confident in participating in their own communities and at a wider level.

The East of Scotland Manager will provide leadership and strategic direction to the teams based in Dundee and Edinburgh; build strong partnerships with agencies to achieve project outcomes; ensure the effective running of projects; and work collaboratively with the Senior Management Team on strategic and operational matters. The post will cover the East of Scotland and will involve travel throughout this region as well as to Glasgow.

Main duties and responsibilities

Strategic

- The Manager will lead the strategic development of East of Scotland projects for the current funding period and beyond, by identifying new opportunities and by ensuring that funding applications are submitted to ensure continuity of projects.
- Ensure that strategic opportunities which are pertinent for development are progressed if appropriate and represent Amina MWRC on relevant strategic networks.
- Develop partnerships and joint working with agencies.
- Be proactive in ensuring awareness of political and policy developments and processes and potential implications for Amina MWRC.
- Ensure a good understanding of the political and policy framework around the equalities agenda in Scotland

Operational

- The Manager will oversee, manage and lead East of Scotland based projects and will work closely with her staff team to ensure that funder targets are met, and that a quality service is provided.
- Oversee and manage performance of project staff, and be responsible for regular project team meetings, ensuring that all staff have work plans and have regular support and supervision.
- Communicate with the Chief Executive Officer on a regular basis to ensure that she is aware of developments and progress within the projects.

- Write regular reports for funders, Chief Executive Officer and Board of Directors as and when required
- Participate in staff and Board meetings on a regular basis; and participate in regular support and supervision sessions with the Chief Executive Officer.
- Ensure effective running of offices.
- Deputise for the Chief Executive Officer when necessary and carry out any other duties in line with this role.

Person Specification

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

Skills, Abilities & Experience	Essential	Desirable
1. Excellent verbal, written, presentation and IT skills	√	
2. A creative thinker with strong interpersonal skills and the ability to use negotiating and influencing skills with a broad range of external stakeholders	√	
3. Understanding of getting the best out of teams, and staff working styles	√	
4. Experience of strategic development work such as development of new projects	√	
5. At least 12 months experience of leading and managing a project(s) and team(s)	√	
6. Experience of working in, or with the voluntary sector		√
7. Understanding and experience of using participatory community engagement approaches and working with marginalised communities, e.g. Minority Ethnic women	√	
8. Experience of using evaluation and monitoring tools and techniques and the ability to produce written and oral reports.	√	
9. Experience and confidence in dealing with representatives of the media		√
10. Experience of writing successful funding applications and reporting to funders	√	

Amina MWRC is an Equal Opportunities employer and welcomes applications from people from all diversity strands.

This Post is 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 & Assistant; Violence against Women & Girls Officers; Employability Coordinator, Officers & Assistant; Capacity Building Officer; Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Outreach & Research Assistant; 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.