



April 2019

Dear Applicant,

Thank you for your interest in applying for the post of Chief Executive Officer 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
- Background information on Amina - the Muslim Women's Resource Centre
- Guidelines for completing the application form
- Application Form
- Equal Opportunities Monitoring Form

Conditions of service for this post include the following:

- 35 hours per week (job share and secondments options will be considered)
- 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 6th May 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 Tel: 0131 667 9199

info@mwrc.org.uk

www.mwrc.org.uk

Registered in Scotland No: SC432921

Scottish Charity No: SC027690

Job Description: Chief Executive Officer

Hours of work:	35 hours per week
Salary: Between	£40,000 per annum pro rata (37hrs FTE)
Location:	Glasgow or Dundee 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:	Board of Directors of Amina MWRC

Background

Amina - the Muslim Women's Resource Centre is a leading advocate for the rights and needs of Muslim and Minority Ethnic (ME) women in Scotland. Established since 1997, it has supported over 25,000 women and established successful campaigns across Scotland. We work towards inclusion and change in strategic policies affecting Muslim women at government and agency level. Amina MWRC has established innovative projects in the spheres of Employability, Ending Violence against Women and established Scotland's first National Helpline for Muslim women.

We are a national organisation which works with Muslim & ME women by giving them opportunities to have their voices heard and to improve their skills and become more confident in participating in their own communities and in wider society. We empower women to participate fully in society, without fear of discrimination or inequality.

Amina's 2018-19 turnover was just below £500,000 and we reached 4,000 women and their families through its work in this year. We aim to be the leading champion within our sector, addressing and representing the needs of Muslim women across communities in Scotland.

As our Chief Executive Officer you will need to communicate and promote Amina's vision and work effectively to ensure strategic and internal goals of the organisation are met. You will ensure policies and procedures are implemented as well as being committed to building a team which can ensure effective planning and implementation of the organisations work and processes.

Purpose of the Role

- Develop and implement Amina's strategy and operational plan for delivering services to Muslim and ME women.
- Build robust, effective relationships and partnerships across Scotland to deliver the overall vision and strategy.
- Communicate effectively externally and internally representing the organisation at all levels.
- Work with partners in Scotland to add value to their initiatives.
- Contribute towards Amina's overall strategies, planning and staff management.

Main Functions and Responsibilities

- Provide strategic leadership and direction for Amina to achieve its objectives of improving the lives of Muslim women across Scotland.
- Oversee all 3 offices (Edinburgh, Glasgow and Dundee) and their work with the support of the Senior Management Team.
- Develop and deliver the strategy and operational plans for the development of Amina in close collaboration with the Senior Management Team and Board of Directors.

- Build relationships and networks across diverse interest groups and advisory panels to develop common values and purpose, to ensure Muslim and ME women’s voices are heard.
- Represent the organisation at all levels and contribute to policy work e.g. Scottish Government, local councils, public forums, organisations, funders and the media.
- Secure funding to consolidate and expand the work of the organisation.
- Ensure all systems, policies and procedures comply with relevant legislation.
- Manage projects and budgets and compile reports for these functions.
- Source, maintain, develop and contribute to funding and fundraising opportunities.
- Be proactive in ensuring awareness of political and policy developments and processes and potential implications for Amina.
- Ensure that strategic opportunities which are pertinent for development are progressed if appropriate.
- Oversee, manage and support performance of Senior Management Team and other direct report staff, and be responsible for regular team meetings.

Core Skills and Competencies

- Strong leadership qualities and ability to clearly communicate Amina’s vision and goals.
- Sets and maintains high performance standards throughout the organisation.
- Proven track record of 2 or more years of working on equality and/or women’s rights.
- Proven track record of securing funding.
- Effective networker who can grasp opportunities and develop new initiatives to respond to changes in the external environment.
- Ability to work skilfully with differing perspectives and communicate challenging ideas.
- Significant experience of working within and across communities as well as at policy level.
- Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice.

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:

Knowledge, Skills, Abilities and Experience	Essential	Desirable
Proven leadership, staff/project management and organisational skills at a senior level including experience of organisational development.	√	
Strong strategic and planning skills for turning opportunities and ideas into a practical reality.	√	
A good understanding of the political and policy framework around the equalities agenda in Scotland.	√	
Ability to foster collective working between organisations, build lasting working partnerships and take advantage of development opportunities.	√	
Ability to present and concisely write various documents, including successful funding applications, funder and board reports, consultation responses	√	
A creative thinker with strong interpersonal skills and the ability to use negotiating and influencing skills with a broad range of people.	√	
Thorough understanding of the voluntary sector	√	

Significant experience of working with volunteers and delivering all aspects of volunteer support, an empathy with volunteers and an understanding of their needs.		√
Experience and confidence in dealing with representatives of the media.	√	
Experience of using social and creative media within a work capacity and campaigns.	√	
Experience of working with marginalised communities, e.g. Minority Ethnic, particularly Muslim women, people of low incomes, flexible and have developed a non-judgemental approach to people and work.	√	
Experience of using evaluation and monitoring tools and techniques.	√	

About Us

Amina is an award-winning organisation, recognised by Muslim communities and key partners within Scotland for its pioneering and responsive approach to addressing key issues and needs of Muslim women.

Having invested in this specialist area where there was previously a gap in services in Scotland, Amina is recognised as the national hub for gaining access to, and consulting with Muslim women across Scotland. The organisation has been instrumental in initiating and tailoring services to meet the particular needs of Muslim women to ensure that they are able to fully participate in society without fear of discrimination or inequality.

Founded on the principles of community development, our work is underpinned by community empowerment, participation and partnership working. Vital to creating a fairer Scotland for all, is our engagement work with Muslim women to ensure their voices are able and empowered to contribute to national policies and that mainstream agencies, government bodies and policy makers have an informed understanding of barriers preventing Muslim women from accessing services and participating in society.

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; East Scotland Manager; Helpline & Campaign Officers; Violence against Women & Girls Officers; Employability Coordinator, Officers & Assistant; Capacity Building with V&A Officer; Enterprise 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, RBS Skills & Opportunities Fund, Big Lottery Fund, 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.

All women regardless of faith and ethnicity are encouraged to apply

Posts exempt for women only under Schedule 9, Part 1 of the Equality Act 2010