



November 2020

Dear Applicant,

Thank you for your interest in applying for the post of Chief Executive Officer with Amina MWRC.

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 MWRC.

Conditions of service for this post include the following:

- 35 hours per week
- 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 MWRC 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 12 noon, Friday 11th December 2020.

Interviews will take place on Monday 21st December 2020.

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: Chief Executive Officer

Hours of work: 35 hours per week (job-share option available)
Salary: £40,000 per annum pro rata (35hrs 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
Contract: Initially until 31 March 2022 (likely to be extended subject to further funding)

Background

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

Amina MWRC is a national organisation which works to provide Muslim and BME women with opportunities to have their voices heard, to improve their skills and to become more confident citizens and community members. We empower women to participate fully in society, without fear of discrimination or inequality.

Amina's 2019-20 turnover was over £420,000 and we reached 4,000 women and their families through our 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.

Our Chief Executive Officer will need to communicate and promote Amina's vision and work effectively to ensure that the strategic and internal goals of the organisation are met. She will ensure policies and procedures are implemented as well as demonstrating commitment to building a team which can effectively plan and implement the organisation's work and processes.

Purpose of the Role

- Develop and implement Amina's strategy and operational plan to deliver services to Muslim and BME women.
- Build robust, effective relationships and partnerships across Scotland to deliver the organisation's overall vision and strategy.
- Communicate effectively externally and internally and represent 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.
- Actively participate within the Senior Management Team in the development and support of all services and project provided by Amina MWRC.
- Promote the work of Amina MWRC on both a local and national level.

Main Functions and Responsibilities

1. Leadership and Management:

- Provide clear direction and leadership to the staff and volunteers of Amina MWRC.
- Provide strategic leadership and direction for Amina to achieve its objective of improving the lives of Muslim women across Scotland.
- Manage and support staff through formal and informal mechanisms to help them achieve their potential and deliver excellent service standards.
- Oversee, manage and support the performance of the Senior Management Team and other direct report staff, and be responsible for regular team meetings.
- Oversee all 3 offices (Edinburgh, Glasgow and Dundee) and their work with the support of the Senior Management Team.

2. Operational Management and Planning

- Develop and deliver the strategic and operational plans for the development of Amina in close collaboration with the Senior Management Team and Board of Directors.
- 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
- 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.

3. Relationship Management with Stakeholders and Partners

- Build relationships and networks across diverse interest groups and advisory panels to develop common values and purpose, to ensure Muslim and BME 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.

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
<i>Qualifications</i>		
Educated to degree level	√	
<i>People Management</i>		
Good knowledge, sensitivity and understanding of the needs of multicultural teams	√	
Skilled in managing people with direct supervisory experience	√	
Ability to create a supportive and cohesive team that is performance-focused	√	
Good verbal and written communication skills and an ability to use those in a variety of settings within and outside the organisation	√	
Significant experience of working with volunteers and delivering all aspects of volunteer support.		√
<i>Operational Management and Planning</i>		
Experience of organisational development	√	
Experience of developing, overseeing, delivering and evaluating projects, services and campaigns in accordance with the organisation's aims and overall strategy	√	
Strong strategic and planning skills for turning opportunities and ideas into practice.	√	
A good understanding of the political and policy framework around the equalities agenda in Scotland.	√	
Thorough understanding of the voluntary sector	√	
Experience of using evaluation and monitoring tools and techniques.	√	
Experience of working at a strategic level	√	
Experience of budgeting and monitoring resources	√	
Good awareness of funding streams and experience in writing funding applications	√	
Experience of equality and anti-discriminatory policy and practice issues	√	
Knowledge of health and safety legislation/requirements		√
<i>Relationship Management</i>		
Ability to foster collective working between organisations, build lasting working partnerships and capitalise on development opportunities.	√	
Able to use negotiating and influencing skills with a broad range of people.	√	
Experience and confidence in dealing with the media.	√	
Experience and confidence in dealing with a wide range of stakeholders including voluntary and statutory organisations and the Scottish Government	√	

General Skills and Competencies		
A creative thinker and confident decision-maker with strong interpersonal skills	√	
Ability to present and concisely write various documents, including funding applications, funder and board reports, and Scottish Government consultation responses	√	
Experience of using social and creative media to promote the organisation's work and campaigns.	√	
Experience of working with marginalised communities, e.g. Minority Ethnic, particularly Muslim women, people of low incomes,	√	
Flexible and non-judgemental to people and work.	√	
A thorough understanding of and commitment to Amina's vision and mission	√	
Ability to use own initiative to meet tight deadlines	√	
Ability to work flexibly to accommodate evening and weekend meetings	√	
Ability to have a regular presence in all Amina offices, including Glasgow, Dundee and Edinburgh	√	
Full UK driver's license and access to own vehicle	√	

Amina MWRC is an equal opportunities employer.

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

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All women regardless of faith and ethnicity are encouraged to apply

Amina – the Muslim Women's Resource Centre

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 Acting CEO Programmes Managers; Helpline & Development Officers; Violence against Women & Girls Officers; Project Assistants; Capacity Building with V&A Officer; Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Project Development Officer; Financial Inclusion Advocacy Officer, Ward 6 Capacity Building Officer; Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, Rank Foundation, National Lottery Community Fund, Edinburgh City Council, University of Edinburgh, Henry Duncan Grants 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.