



November 2020

Dear Applicant,

Thank you for your interest in applying for the post of Connect, Inspire and Enable Project Officer - Dundee 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:

- 18 hours per week
- Fixed term contract, until 31 August 2021.
- 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](mailto: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, Thursday 3<sup>rd</sup> December 2020.**

Interviews will take place on Monday 14<sup>th</sup> 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](mailto:info@mwrc.org.uk)

[www.mwrc.org.uk](http://www.mwrc.org.uk)

## **Job Description: Connect, Inspire and Enable Project Officer - Dundee**

<b>Hours of work:</b>	18 hours per week
<b>Salary:</b>	£25,530 per annum pro rata (35hrs FTE)
<b>Location:</b>	Dundee Office with some travel on occasion
<b>Holidays:</b>	37.5 days per annum - pro rata (inclusive of public holidays)
<b>Pension:</b>	Defined contribution pension scheme based on employer contributions of 5% plus additional employee contributions
<b>Reporting to:</b>	Programmes Manager
<b>Contract:</b>	Until 31 <sup>st</sup> August 2021

### **Background**

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

The Connect, Inspire and Enable project is funded by the Big Lottery for three years until August 2021. This is a Dundee based project, building on the success of our 'Building Bridges' project, which aims to tackle loneliness and isolation among Muslim and Minority Ethnic Women living in Dundee who may experience barriers such as prejudice, poverty and lack of knowledge of services and opportunities.

We aim to enable women to meet new people, expand their social and support networks and get to know Dundee and the opportunities available. The Project Officer will support women to access local services, increase their confidence, improve their wellbeing and promote skills sharing with each other in a safe environment.

The project has the following core aspects to its work:

1. Facilitating monthly peer led skill sharing sessions as well as quarterly advisory group meetings
2. Organising and supporting fortnightly activities which build confidence, improve skills and knowledge
3. Organise and deliver an annual women's event to showcase and exhibit women's skills and knowledge
4. Recruit, train and support volunteers to deliver the project
5. Support women to establish self reliant groups

### **Main Duties and Responsibilities**

- The Officer will manage all elements of the project in Dundee and report to the Programmes Manager.
- Facilitate and support the groups and activities for women experiencing social isolation through eg drama, creative arts and practical classes such as sewing and cooking.
- Recruitment and training of volunteers on a regular basis. Monitor, evaluate and record the progression of volunteers.
- Regularly update and submit reports as required by the funder – National Lottery Community Fund.

- Abide by the Protection of Vulnerable Groups (PVG) rules in delivering the service and manage the process for volunteers.
- Be proactive in initiating partnership working and actively participate in strategic groups delivering services to Muslim and BME women.
- Actively participate in policy making groups and steering groups working to improve services for Muslim and BME women.
- Work jointly with team members in the Dundee office to recruit, induct, help and support new volunteers within the organisation and identify and offer training where appropriate.
- Use group activities, social and creative media to promote the Inspire, Connect and Enable project.
- Identify and network with other women’s groups, classes, gatherings to engage with Muslim and BME women to promote the project as well as Amina MWRC.
- Liaise with management and Big Lottery to ensure that targets are met and opportunities actioned.
- Provide evidence of targets as set out in the original funding application and contribute to efforts to secure ongoing funding.
- Keep up to date with legislation and policy related to equality, social isolation and other relevant issues and good practice in services affecting Muslim and BME women, and make any necessary modifications to accommodate changes.
- Monitor and evaluate activities and write regular reports for the Funder, Management and Board of Directors as and when required.
- Maintain databases and accurate records of all work carried out and undertake any other relevant administrative duties as may be required for the project.
- Contribute to the development of funding bids to make the project sustainable beyond the current funding period.
- Demonstrate an active commitment towards equal opportunities and anti-discriminatory practice
- Participate in staff / board meetings / events as required; and participate in regular support and supervision sessions with the East of Scotland Regional Manager.
- Any other duties in line with this post as directed by the East of Scotland Regional Manager.

**Person Specification: Inspire, Connect and Enable Project Officer - Dundee**

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
Good verbal, written, communication and presentation skills	√	
Excellent organisational skills and the ability to manage a wide range of tasks	√	
Ability to use own initiative and prioritise work demands	√	
Ability to foster collective working between organisations/potential partners	√	
Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others	√	
Ability to speak a relevant community language eg Arabic, Urdu		√
A creative thinker with strong interpersonal skills and the ability to deal with a diverse range of people	√	
Ability to listen in a non-judgemental way and empathy for others	√	
<b>Experience</b>		

Experience of working in or with the voluntary sector		√
Experience of working with marginalised communities, e.g. Minority Ethnic, particularly Muslim women	√	
Good IT skills including word processing and database management as well as social media	√	
Experience of using evaluation and monitoring tools and techniques	√	

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**

### **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 1<sup>st</sup> 2002.

Staffing currently consists of 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.