



April 2021

Dear Applicant,

Thank you for your interest in applying for the post of Violence against Women Development Officer (Scotland-wide) 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
- Background information on Amina MWRC
- Guidelines for completing the application form
- Application Form
- Equal Opportunities Monitoring Form

Conditions of service for this post include the following:

- 25 hours per week, with flexi working within business hours.
- Fixed term until Sept 2021 (likely to be extended, subject to further funding)
- Annual leave of 37.5 days per annum - pro rata (inclusive of public holidays)
- Working hours may include evening and weekend work on occasion, if required for which time off in lieu will be awarded in agreement with line manager.
- This post will initially be home working for Glasgow based candidates during COVID. If successful candidate is based elsewhere in Scotland, the role will be based and managed remotely.

Amina MWRC is an equal opportunities employer and is strongly committed to increasing employment opportunities for Black minority ethnic (Bme) women and women with disabilities. 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 apply here](#). There will be no option to save your online application and return to complete later. It is strongly recommended to download and complete the MS Word template of the application form, then copying the information to the online form. Please email [recruitment@mwrc.org.uk](mailto:recruitment@mwrc.org.uk) to inform us of your online submission.

**The closing date for applications for this post is 12pm, Wednesday 5<sup>th</sup> May 2021**

Interviews will be held on Monday 17<sup>th</sup> May 2021.

Yours sincerely

Amina Recruitment Team

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

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Registered in Scotland No: SC432921

Scottish Charity No: SC027690

## **Job Description: Violence against Women & Girls Development Officer (Scotland-wide)**

Hours of work:	25 hours per week
Salary:	£25,530 per annum pro rata (35 hours FTE)
Location:	If in Glasgow, initially from home during COVID, if based elsewhere in Scotland then remote
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:	Project Coordinator
Contract:	Fixed term until Sept 2021 (likely to be extended, subject to further funding)

### **Background**

Amina MWRC is a national organisation that works with Muslim, Black and minority ethnic (Bme) women in Scotland 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 at a wider level.

This post will work for the Ending Violence Against Women and Girls (VAWG) national project.

The Ending Violence Against Women and Girls (VAWG) project core workstreams are:

1. Self-Care workshops
2. Monthly workshops focusing on Gender-based violence (GBV) and challenging perceptions of gender stereotypes to Muslim, Bme women and girls across Scotland.
3. Training to community groups, Amina MWRC staff and volunteers to raise awareness of VAWG issues and legislation.
4. Campaigns to prevent VAWG such as #YouCanChangeThis.
5. Best of Men's workshops-VAWG workshops for Muslim men using a faith-based approach.
6. Supporting Muslim men to become ambassadors in their community.
7. Building and working in partnership with organisations and the Scottish Government to develop policies, campaigns and materials which reflect intersectionality.
8. Training service providers on Honour-based violence (HBV) and issues specific to BME and Muslim women.

### **Main Duties and Responsibilities**

- Deliver training to agencies and services relating to the barriers Muslim women face in accessing services after experiencing domestic abuse and honour-based violence.
- Deliver workshops to Muslim, Bme community groups on healthy relationships, the different forms of domestic abuse and honour-based violence, their rights in Scotland and the support available.
- Organise social media live sessions on topical issues relating to VAWG and the Muslim and Bme community.
- Organise self-care workshops for Muslim and Bme women across Scotland.
- Outreach (phone calls / digital meetings) to community groups, classes, and gatherings to engage diverse participants from Muslim and BME backgrounds to attend workshops, focus groups and events.
- Identify and contact community groups and partners for the delivery of workshops.
- Promote and publicise workshops and events.
- Lead on supporting the production of a short film as part of the 'You Can Change This' campaign.

- Represent Amina MWRC at VAWG meetings and partnership meetings.
- Support Project Coordinator and Co-CEO in the development of policy responses and consultations.
- Publicise the project out with Amina and network with other relevant organisations and groups.
- Work with the Amina team to assist with organising local and national events.
- In communication with line managers initiate and participate in fundraising activities.
- Participate in staff meetings as required; and participate in regular support and supervision sessions.
- Take responsibility for ones learning and development.
- Maintain databases and undertake any other administrative duties.
- Maintain accurate records of all work undertaken by the projects.
- Any other duties in line with this post as directed by your line manager.

**Person Specification: VAWG Development Officer**

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

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
1. Excellent verbal, written, communication and presentation skills with experience of report writing and maintaining clear, accurate records.	√	
2. Excellent organisational skills, the ability to use your own initiative, prioritise competing workloads and meet deadlines when required.	√	
3. A strong understanding of the issues faced by Muslim/Minority Ethnic women including gender-based violence	√	
4. Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice.	√	
5. Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others.	√	
<b>Experience</b>		
6. Experience of working with marginalised communities, Bme, particularly Muslim women	√	
7. Experience of using social and creative media.	√	
8. Good IT skills including word processing and database management.	√	
9. Experience of contributing effectively as a team member.	√	
10. Experience in organising events and other specific activities around wider women’s issues and other international/national VAWG campaigns.	√	

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

**All women, with the relevant skills and experience and the right to work in the UK, are encouraged to apply**

## **Amina MWRC Background Information**

### **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 and Bme 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 and Bme women across Scotland. The organisation has been instrumental in initiating and tailoring services to meet the needs of Muslim and Bme 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 and Bme 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 and Bme 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 Co-CEOs; Project Coordinators; Helpline & Development Officers; Violence against Women & Girls Officers; Project Assistants; Capacity Building Officer (Ward 6); Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Emerging Futures Project Officer; Financial Inclusion Advocacy Officer; Administration Officer & Office Manager.

Funding comes from a range of sources including the Scottish Government, National Lottery Funds, University of Edinburgh, Edinburgh City Council, Ward 6 Community Choices, 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.