



Empowering and Inspiring Muslim Women

JOB ADVERTISEMENT

Founded on the principles of community development, our work with Muslim and Black, minority ethnic women (BME) is underpinned by community empowerment and co-production. Amina offers a range of services with the aim of creating a more inclusive environment, building community resilience, and tackling inequalities.

Helpline Development Officer (Scotland-wide)

24 hours per week Salary: £25,530 per annum pro rata (35 hours FTE)

Contract: Initially until 30th September 2024 (likely to be extended subject to further funding)

The post holder will be responsible for the promotion, development and effective running of Amina's helpline, which includes recruiting, training and supporting volunteers and sessional staff. She will also identify women's groups, classes, informal gatherings to actively engage with Muslim and BME women with the helpline and development work across Scotland.

Interviews for this post will be held on 18th October 2021.

Helpline Call Handling Administrator (Scotland-wide)

35 hours per week (job share will be considered)

Salary: £18,170 per annum

Contract: Initially until 30th September 2024 (likely to be extended subject to further funding)

With excellent telephone skills and an understanding of issues impacting Muslim and BME women, the post holder will need to be able to respond effectively and sensitively to calls from a wide range of women. You will have an understanding of the services available to support helpline callers, experience of using computer-based information systems and demonstrate the ability to work on your own initiative.

Interviews for this post will be held on 14th October 2021.

Closing date for both applications: 9am, Monday 4th October 2021

To apply for any of the above, please download an application pack from our website:

<https://mwrc.org.uk/jobs-opportunities-2/>

Completed applications to be sent to recruitment@mwrc.org.uk

If successful candidates are based in Glasgow, the roles will be based in the Amina Glasgow office or hybrid, if based elsewhere in Scotland, the roles will be based and managed remotely.

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

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

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