

May 2023

Dear Applicant,

Thank you for your interest in applying for the post of **Equalities & Human Rights 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
* 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:

* 28 hours per week, with flexi working within business hours.
* Fixed term until September 2024 (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 hybrid: working from home and the Glasgow office.

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.

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. If you would like to upload a video file as part of your application, please get in touch with us on [recruitment@mwrc.org.uk](mailto:recruitment@mwrc.org.uk) for the upload link.

**The closing date for applications for this post is midnight, Sunday 19th June 2023.**

Interviews will most likely be held on Monday 3rd July

Yours sincerely

Amina Recruitment Team

Amina MWRC, McCormick Business Centre, 50 Darnley Street, Glasgow, G41 2SE Tel: 0141 212 8420

info@mwrc.org.uk www.mwrc.org.uk

Registered in Scotland No: SC432921 Scottish Charity No: SC027690

**Job Description: Equalities and Human Rights Officer (National)**

Hours of work: 28 hours per week

Salary: £26,296 per annum pro rata (35 hours FTE)

Location: Glasgow office with regular travel across Scotland

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: Helpline Programme Manager

Contract: Until 30 September 2024 (likely to be extended, subject to further funding)

**Background**

Amina - the Muslim Women's Resource Centre is a national women’s rights organisation which works with Muslim and BME women, to provide opportunities to have their voices heard, improve their skills and become more confident in participating in their own communities and at a wider level.

The Helpline and Development Project is funded by the Scottish Government and operates throughout Scotland. The project delivers the national helpline dedicated to supporting Muslim and BME women in Scotland. We provide a sensitive and understanding approach for women in need or in crisis. Additionally, the project aims to address unfair judgements about Muslim and BME women. We achieve this by organising targeted campaigns that focus on highlighting inequalities faced by women such as impacts of racism and Islamophobia. We provide opportunities for Muslim and BME women to share their lived experience and have their voices heard in policy and practice.

The Equalities and Human Rights Officer post will have the following core aspects to their role:

1. Identify Equality and Human Rights issues affecting Muslim & BME women in Scotland.
2. Raise awareness around Equalities, Racism and Hate Crime issues. Raise awareness of legislations that can help survivors such as the Hate Crime legislation.
3. Introduce new policies and review existing practices where appropriate.
4. Support the social media officer to develop and deliver helpline campaigns which seek to tackle the negative stereotyping of Muslim and BME women, by enabling Muslim and BME women to have their voices heard.
5. To lead and support the delivery of Amina school’s project which runs volunteer led workshops at secondary schools challenging prejudice and misconceptions against Muslim women.
6. Organise, deliver and attend conferences, focus groups, trainings, roadshows and other relevant events across Scotland.
7. Provide management support to staff and volunteers as necessary such as sessional staff, schools’ volunteers.
8. To gather and analyse equalities and human rights related data from Amina stakeholders and share with relevant policy makers.
9. To build and maintain strategic relationships with policy makers, policy influencers and related Third Sector organisations.

**Main Duties and Responsibilities**

Campaign and Development

* Manage and progress the helpline campaign(s) based on work plan and planned activities.
* Identify women’s groups, classes, gatherings to actively engage Muslim and BME women with the work of the project.
* Liaise with public, private and third sector organisations and deliver training sessions to promote understanding of Muslim and BME women and communities.
* Lead on organising local and national events, which promote the building of capacity of

Muslim and BME women and or provide a platform for women’s voices to be heard.

Schools work

* Lead on recruitment, training and management of school volunteers on a regular basis.
* Lead liaison with Secondary Schools and trained volunteers to ensure effective delivery of interactive presentations to tackle prejudice.

Management

* Provide line management support to staff and volunteers such as sessional staff and schools volunteers.
* Support with relevant recruitment, training and induction of staff and volunteers.

Marketing

* Network with various organisations, groups to publicise the project and wider work of Amina and source opportunities for future work.

Reporting and Monitoring

* Monitor and evaluate activities; collect evidence and accurate records of progress and achieving project targets; and write regular reports.
* Monitor, evaluate and record the progression of volunteers.
* Maintain databases and undertake any other relevant administrative duties.

General Duties and Responsibilities

* Keep up to date with legislation and policy related to equalities issues affecting Muslim & BME women and be able to interpret and relay policy where required.
* Be able to build relationships with Scottish schools and deliver workshops in relation to Amina’s schools work.
* Actively participate in staff and other Amina MWRC meetings as required; participate in support and supervision meetings with the line manager.
* Contribute to the overall development of the helpline and development project including development of teamwork plan and implementation of work plan.
* Travel across Scotland to deliver activities, which may require evening and weekend work.
* Any other duties in line with this post as directed by the line manager.

**Person Specification: Equalities & Human Rights Officer**

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** |
| 1. Excellent verbal, written, communication and presentation skills, including IT skills such as Microsoft Word, Excel and PowerPoint. | √ |  |
| 2. Excellent organisational skills and the ability to prioritise competing workloads to meet deadlines. | √ |  |
| 3. Ability to develop and foster collective working between teams, organisations and services | √ |  |
| 4. Strong interpersonal skills and the ability to deal with a diverse range of people | √ |  |
| 5. Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others | √ |  |
| 6. Ability to listen in a non-judgemental way and have empathy for others | √ |  |
| **Experience** |  |  |
| 7. At least one year’s experience managing volunteers and delivering all aspects of volunteer management with an understanding of their needs. |  | √ |
| 8. Experience of managing projects and staff |  | √ |
| 9. Experience of running campaigns and /or using social and creative media to raise awareness of a specific issue | √ |  |
| 10. Experience of organising events and delivering training | √ |  |
| 11. Experience of using evaluation and monitoring tools and techniques and writing reports |  | √ |
| 12. Experience of working with marginalised communities such as BME, particularly Muslim women | √ |  |
| **Knowledge** |  |  |
| 13. Knowledge of different elements of campaign development |  | √ |
| 14. Good understanding of the political and policy framework around the equalities and human rights agenda in Scotland | √ |  |
| 15. Knowledge of good practice in volunteering | √ |  |

# **Additional information:** An exciting opportunity to be a part of a dynamic organisation and play your part in making Scotland a more tolerant and welcoming country.

Amina MWRC is an Equal Opportunities employer and welcomes applications from women from all diversity strands.

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

are encouraged to apply

This Post is exempt for women only under Schedule 9, Part 1 of Equality Act 2010

**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 1st 2002.

Staffing currently consists of CEO; Helpline Programme Manager, Helpline & Casework Officers, Helpline Call Handling Admin; Violence against Women & Girls Coordinator & Officer; Employability & Financial Inclusion Coordinator & Officers; Creative Wellbeing Officer; Fundraising Coordinator; Communications Officer; Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, Corra Foundation, Volant Trust, Big Give, Awards for All, partnership agreements, 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.

**JOB APPLICATION FORM**

**GUIDELINES**

Please read these notes carefully before completing your application.

Applicants demonstrating that they possess the knowledge, experience, skills and qualities required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet.

In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement. Please refer to any aspect of your work experience, whether paid or unpaid. You may also wish to refer to work outside employment such as studying, training, social activities, community or voluntary work. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough.

Please do not submit a CV as it will not be considered or used for shortlisting.

All information provided by applicants will be treated as confidential. Additional information may be attached on extra sheets, if necessary, but this should not be in the form of a CV.

If you have any questions about the application form, please call the Glasgow office on 0141 212 8420.

|  |
| --- |
| POSITION APPLIED FOR*:* **Equalities & Human Rights Officer** |

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| --- |
| Please state where advertisement was seen: |

1. **PERSONAL INFORMATION**

|  |
| --- |
| Forename: Surname:  Address:  Postcode:  Telephone number:  Email address: |

1. **REFERENCES**

|  |  |
| --- | --- |
| Names and addresses of two people, at least one of whom should be your current or most recent employer, who may be contacted for a reference. | |
| Name:  Position:  Company:  Address:  Telephone number:  Email: | Name:  Position:  Company:  Address:  Telephone number:  Email: |
| May contact be made  prior to any interview? YES / NO | May contact be made  prior to any interview? YES / NO |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Is there any support which we can give you or any arrangements which we can make for you if you are called for interview? Please give details below: | Yes / No |

|  |  |
| --- | --- |
| How soon after an offer of a job would you be able to start? |  |

|  |  |
| --- | --- |
| **DRIVING LICENCE**  Do you possess a full current driving license?  Do you have access to a car for work purposes?  Are you insured for business purposes? (please delete as appropriate) | **YES/NO**  **YES/NO**  **YES/NO** |

# EMPLOYMENT

|  |  |
| --- | --- |
| Name and address of current or last employer | Job Title |
| Length of time in post |
| Notice required or date left |
| Salary |
| Additional benefits / allowances |
| Brief description of duties and responsibilities etc. | |
| Reasons for seeking other employment | |

**3.1 Previous Employment (this box expands)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address | Job title and brief details of duties, etc. | Length of time with employer *(most recent first)* | |
| From | To |
|  |  |  |  |

# EDUCATION AND TRAINING (these boxes expand)

Examinations / Qualifications

|  |  |
| --- | --- |
| Subjects | Qualification gained and Grades |

## Other Qualifications and Training

|  |
| --- |
| Give brief details relevant to your application of any other training or education (in-service, workshops, etc) attended |

Amina MWRC wishes to compare your experience, skills and knowledge with the requirements of the post. You should therefore demonstrate and evidence how you satisfy each requirement in accordance with the person specification and job description, which is attached. The examples/evidence do not have to be from paid work, but can be from other experience.

1. **REQUIREMENTS**

**Referring to the job description and person specification for the post, please tell us in either a written response (in the text box below, in no more than 1,000 words) or upload a video file (maximum length 10 minutes) telling us:**

* **Why you would like to be the Equalities & Human Rights Officer for Amina MWRC**
* **The skills, abilities and experience that you have that make you a suitable candidate for this role**

**Please get in touch with us at** [**recruitment@mwrc.org.uk**](mailto:recruitment@mwrc.org.uk) **for an upload link if you would like to send a video file.**

(this box expands)

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**RELATIONSHIP TO STAFF/BOARD MEMBERS**

If you are related to a Board or staff member of Amina MWRC or anyone who has been a Board or staff member in the last 12 months, please provide details:

**CANVASSING**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment, you will be liable to dismissal.

**CONFIRMATION OF QUALIFICATIONS**

If selected for interview, you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**REHABILITIATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

**RIGHT TO WORK IN THE UK:**

Prior to appointment, you will be required to show a document confirming your right to work in the UK. This may be

1. Original of your current passport **or**
2. Birth certificate/marriage certificate **and** a document detailing your national insurance number: this could be a letter from Her Majesty’s Revenue & Customs, the Benefits Agency, a P45, a P60 or National Insurance Card.

**DECLARATION**

I certify that to best of my knowledge the information I have provided in this application is correct.

Signature: ………………………………………………… Date: ………………................

Please email completed application to: recruitment@mwrc.org.uk

**EQUAL OPPORTUNITIES MONITORING FORM**

Amina MWRC is committed to equal opportunities in employment, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, sex, sexual orientation, race, religion or belief.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices. We will separate this part of the form from the application form. It will not form part of the selection process.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 2018, and will not affect your application.

(double click on a check box to check)

**Sex:**  Female  Male  Prefer not to say

**Have you ever identified as Transgender:**  Yes  No  Prefer not to say

If you would like us to consider making a reasonable adjustment which will help you at interview, please let us know as soon as possible.

**Ethnic Origin: Please tick the appropriate box to indicate your cultural background.**

**White Asian or Asian British Black or Black British**

Scottish  Indian  Caribbean

British  Pakistani  African

Other white background  Bangladeshi  Other black background

Mixed background  Other Asian  Prefer not to say

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no religious beliefs  Prefer not to say

**Sexual Orientation:**

Bi-sexual  Gay/Lesbian  Heterosexual  Transsexual  Prefer not to say

**Age: Please indicate your age group**

16 – 24  25 – 34  35 - 44  45 - 54  55 – 64  65+