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May 2024

Dear Applicant,

Thank you for your interest in applying for the post of **Training and Engagement 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 the post and 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 flexible working within business hours.
* Fixed term until March 2025 (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 be 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 12 noon, Tuesday 11th June 2024.**

Interviews will most likely be held on Monday 24th June.

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: Training and Engagement Officer**

**Hours of work:** 28 hours per week

**Salary:**  £28,000 per annum pro rata (35 hours FTE)

**Location:** Glasgow Amina MWRC office

**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:** Employability and Financial Advocacy Coordinator

**Contract:**  Initially until 31st March 2025

(likely to be extended subject to further funding)

**Background**

Amina Muslim Women's Resource Centre (Amina MWRC) is an intersectional organisation, by and for women, dedicated to empowering Muslim and Black and Minority Ethnic (BME) women in Scotland. Founded in 2001 on the principles of community development, our work is underpinned by community empowerment, participation and partnership working. Amina MWRC envisions an inclusive world where BME women fulfil their aspirations, striving for inclusivity and societal fairness.

Muslim and BME women face notable inequalities, including low accessibility to education and healthcare, and higher rates of gender-based violence. Amina MWRC actively engages with these women, building community resilience, ensuring these voices shape national policies, and advocating for informed understanding among mainstream agencies and policymakers.

**Job Overview:**

We are seeking a friendly and energetic Training and Engagement Officer to join our project team. In this role, you will design and deliver training sessions focused on Islamophobia, anti-racist practices, and equality and inclusion. Your efforts will enhance workforce skills across Scotland by providing training on antiracist and inclusive workplace practices to employers. Additionally, you will address the impacts of Islamophobia, hate crimes, and gender-based violence experienced by Muslim and BME women. This training will be delivered to various stakeholders and employers seeking to adopt more inclusive practices.

**Key Responsibilities:**

Training Design and Delivery:

* Develop comprehensive training programs focused on Islamophobia, anti-racist practices, and equality and inclusion.
* To organise, co-ordinate and support delivery of employer engagement training and activity (e.g. faith and cultural training) with a view to increasing employability/ placement/ volunteering opportunities available for Muslim/BME women.
* Conduct training sessions for employers and stakeholders across Scotland to promote inclusive workplace practices.
* Lead and support the delivery of the school’s project which runs volunteer led workshops at secondary schools challenging prejudice and misconceptions against Muslim and BME women.
* Tailor training content to meet the needs of diverse audiences, ensuring relevance and impact.
* Build and maintain relationships with employers, community groups, and other relevant stakeholders.
* Engage with various organisations to promote the adoption of inclusive practices and policies.
* Serve as a point of contact for stakeholders seeking guidance on Islamophobia and anti-racism.
* Advocate for the rights and needs of Muslim and BME women in Scotland by raising awareness about the impacts of Islamophobia, hate crimes, and gender-based violence.
* Work towards influencing policy changes that promote equality and inclusivity of Muslim and BME women.
* Ensure that the experiences of Muslim and BME women are represented in all training delivery.
* Track and report on the effectiveness of training sessions and engagement activities.
* Gather feedback from participants to continuously improve training content and delivery methods. Develop monitoring and evaluation frameworks to ensure that impact can be measured accurately.
* To proactively market the range of training services available within Amina to a range of external agencies, local communities, and employers to support the development and growth of partnership working.
* To attend meetings, working groups, conferences and conventions as required.
* Provide regular updates and reports to the project team and senior management.

**Job Specification:**

Essential Experience:

1. Understanding of Islamophobia, anti-racist practices, and issues faced by BME and Muslim women.
2. Experience in designing and delivering training programmes.
3. Excellent communication and presentation skills.
4. Ability to engage and build relationships with diverse stakeholders.
5. Strong organisational and project management skills.
6. Expert by lived experience of the issues faced by BME women.

Desirable:

1. Previous experience in a similar role within a non-profit or community organisation

Personal attributes:

1. Friendly and energetic personality.
2. Passionate about promoting equality and inclusion.
3. Empathetic and culturally sensitive approach.
4. Commitment to community development and empowerment.

# **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 & Administrators; Violence against Women & Girls Coordinator & Officer; Employability & Financial Inclusion Coordinator & Officer; Financial Advocacy Caseworker; Dundee Project Coordinator; Fundraising Coordinator; Communications Officer; Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, Volant Trust, Big Give, 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.

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| --- |
| POSITION APPLIED FOR*:* **Training and Engagement Officer** |

|  |
| --- |
| 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 a Training & Engagement 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)

|  |
| --- |
|  |

**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+