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Description automatically generated

September 2024

Dear Applicant,

Thank you for your interest in applying for the post of **Executive Assistant** 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:

* 24 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 Amina’s Glasgow office and from home.

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, Thursday 26th September 2024.**

Interviews will most likely be held on Wednesday 9th October.

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: Executive Assistant**

**Hours of work:** 24 hours per week

**Salary:**  £24,570 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:** Office Manager

**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:**

The purpose of the role is to provide support to senior management with organisation, scheduling, correspondence, human resources, and organising meetings. And to engage effectively with our beneficiaries. Other responsibilities will also include supporting with projects (where required), supporting with deadline compliance, and handling / storage of important documents and files.

**Key Responsibilities:**

Administration

* Manage general administration across teams when required in order to support the smooth running of the office;
* Manage the CEO diary and Senior Management Team engagement requests
* Manage communication and provide a reception function to in-person and telephone callers, including answering simple queries and explaining different activities taking place at Amina, and directing relevant queries to concerned staff;
* Develop and maintain recording and information systems in accordance with GDPR regulations, i.e. to ensure data is processed, stored, retained and deleted in accordance with GDPR and our data protection policy;
* Ensure office systems operate efficiently and effectively, including quality control of external organisational communication, and other outgoing materials;
* Promote equality, diversity and social justice in carrying out all aspects of the role, in line with the values of Amina;
* Promote a strong brand image of Amina by maintaining high standards in all communication with colleagues, partners, donors and the general public
* Contribute to the business development of the organisation e.g, assist in the production, promotion and marketing of Amina MWRC’s publications and products.
* Support the introduction and development of administration systems.
* Provide administrative support to projects and Office Manager.
* Any other relevant tasks, in line with the role.

Human Resource Duties

* Support Office Manager with the management of personnel activities including recruitment, induction, maintaining holiday and absence/sick leave records.
* Book / coordinating staff training

Meetings /Event Management

* Book meeting / event rooms
* Manage logistics e.g. visual / IT, transport etc.
* Manage participant registration
* Take notes at meetings and events

**Personal Specification**

* At least 1 year of strong experience of administration and developing and maintaining effective office systems and procedures.
* Strong, demonstrable working knowledge of ICT systems including MS Excel, MS Word, MS Power point.
* Strong demonstrable written communication skills
* Ability to work on own initiative
* Proactive approach to problem-solving with strong decision-making skills.
* Strong demonstrable verbal communication and interpersonal skills.
* An ability to prioritise, plan, organise work, manage competing priorities and meet deadlines
* Methodical approach and strong attention to detail
* Enthusiastic team player, with a commitment to providing a high quality service
* Willingness to work flexibly in response to changing organisational requirements
* Interest in social justice and equalities issues

Personal attributes

* Friendly and energetic personality.
* Passionate about promoting equality and inclusion.
* Empathetic and culturally sensitive approach.
* 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; Training & Engagement Officer; Dundee Project Coordinator; Fundraising Coordinator; Communications Officer; Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, Volant Trust, NHS Tayside Charitable Trust, Henry Smith Charity, Glasgow City Council, 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*:* **Executive Assistant** |

|  |
| --- |
| 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 Executive Assistant 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+