

August 2018

Dear Applicant,

Thank you for your interest in applying for the post of Violence Against Women and Girls (VAWG) Officer (Maternity Cover) with Amina – the Muslim Women’s Resource Centre.

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
* Application Form
* Equal Opportunities Monitoring Form
* Guidelines for completing the application form
* Background information on Amina - the Muslim Women’s Resource Centre.

Conditions of service for this post include the following:

* 22 hours per week
* Up to 12 months to cover maternity leave
* Annual leave of 37.5 days per annum - pro rata (inclusive of public holidays)
* Hours to include evening and weekend work where required for which time off in lieu will be awarded in agreement with line manager.

Amina - the Muslim Women’s Resource Centre is an equal opportunities employer and is strongly committed to increasing employment opportunities for black and ethnic minorities, women, and disabled people. 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 note that 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.

**The closing date for applications for this post is midnight, Sunday 12th August 2018.**

Yours sincerely

Samina Ansari

CEO

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

1/3, 6 Whitehall Crescent Street, Dundee, DD1 4AU Tel: 01382 787450

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

Registered in Scotland No: SC432921 Scottish Charity No: SC027690

**Job Description: Violence Against Women and Girls (VAWG) Officer (Maternity Cover) - Glasgow**

Hours of work: 22 hrs per week

Salary: £24,657 per annum pro rata (37 hours FTE)

Location: Glasgow office with regular travel across Scotland

Holidays: 37.5 days per annum - pro rata (inclusive of public holidays)

Reporting to: Programmes Manager

Contract: Up to 12 months to cover maternity leave

**Background**

Amina MWRC is a national organisation which works with Muslim women 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.

The ‘Violence against Women & Girls’ (VAWG) Project is funded by the Scottish Government until June 2020.  This is a national project which aims to challenge and stop VAWG in the Muslim/minority ethnic communities.  This project focuses on prevention, and does this through our campaign ‘You Can Change This’.

The project has the following core aspects to its work:

1. Developing and delivering training for organisations and communities, as well as for Amina staff, volunteers and Board members
2. Delivering workshops to end VAWG with Muslim/minority ethnic men’s groups across Scotland
3. Delivering self-care workshops for women who have experienced VAWG
4. Using creative mediums such as film, art and theatre to challenge VAWG
5. Identify opportunities to influence policy to ensure that the needs of Muslim/minority ethnic women are met
6. Monitoring and reporting on progression of project

**Main Duties and Responsibilities**

* To represent Amina on relevant strategic partnerships in order to ensure that mainstream services are able to meet the cultural/faith needs of Muslim/Minority Ethnic women survivors of domestic abuse and other forms of violence against women and girls.
* To develop and deliver training to volunteers, staff and the wider community on discrimination/ equality, faith and cultural issues in relation to VAWG affecting Muslim/ Minority Ethnic women.
* To liaise with Islamic scholars who can help spread the message to end VAWG, and to provide support to these scholars to facilitate workshops with Muslim men.
* To build community based support to challenge VAWG in order to change attitudes.
* To continue developing our *You Can Change This* campaign, using social and creative media so that it reaches wider audiences and is effective in changing attitudes about VAWG.
* To organise events and seminars to increase the understanding of both Muslim/Minority Ethnic women and mainstream service providers in relation to these issues.
* To develop and implement monitoring and evaluation methods for the VAWG project.
* To assist in writing funding applications to continue the work of the VAWG programme.
* To deliver VAWG related self-care and story-telling workshops.
* To carry out research/surveys to inform future work of Amina’s VAWG project.
* To undertake other tasks in support of the Programmes Manager as required within the general remit of this post.

**Person Specification**: **Violence Against Women and Girls (VAWG) Officer**

All of 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** |
| A strong understanding of the issues faced by Muslim/Minority Ethnic women including gender-based violence | √ |  |
| Good IT skills including Word, Excel and Powerpoint | √ |  |
| Ability to meet deadlines | √ |  |
| Ability to listen in a non-judgemental way and demonstrate empathy for others | √ |  |
| Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice | √ |  |
| A creative thinker with strong interpersonal and presentation skills and the ability to deal with a diverse range of people | √ |  |
| Ability to work independently and collectively in pursuit of team objectives | √ |  |
| Ability to speak a relevant community language  |  | √ |
| **Experience** |  |  |
| Experience of working in, or with, the voluntary sector |  | √ |
| Experience of working with volunteers and delivering all aspects of volunteer management with an empathy and an understanding of their needs. | √ |  |
| Experience of development/community work with women from minority ethnic and/or Muslim communities/refugees  | √ |  |
| Experience of using social media creatively for campaigning | √ |  |
| Experience of data collection and report writing  | √ |  |
| Experience of using evaluation and monitoring tools and techniques | √ |  |
| Experience in organising events and other specific activities around wider women’s issues and other international/national VAWG campaigns |  | √ |

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

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

**Amina – the Muslim Women’s Resource Centre**

## Background Information

**Aims**

* to promote the welfare of Muslim women and counter disadvantage by working with statutory, voluntary and private organisations to ensure Muslim Women’s needs are taken account of in the provision of services.
* to provide culturally sensitive facilities for advice, counselling, support, personal development and training for Muslim women.
* to overcome the social exclusion of Muslim women

**Objectives**

* to work in partnership with mainstream organisations to assist them to develop culturally sensitive services
* to establish a confidential telephone helpline providing appropriate counselling and advice
* to provide a drop-in centre for Muslim women to find out about available resources within the community
* to develop a system of supported referrals to enable women to access mainstream services
* to develop an advocacy service to enable women to access services
* to undertake community development work

**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; Managers North & South; Helpline & Campaign Officers & Schools Volunteer Assistant; Violence against Women Officers; Refugee Support Officers; Employability Coordinator, Officers & Assistant; Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Administration Officers & Finance Officer.
* Funding comes from a range of sources including the Scottish Government, Rank Foundation, Dundee City Council, 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.