

Participation and the Practice of Rights (PPR)

Job Description and Person Specification

Job Title:	Coordinator (Anaka Women's Collective)
Hours of work:	17.5 hours per week
Payscale:	NJC SO2, starting salary £32,618 pro rata (plus 8% pension)
Responsible to:	PPR's Management Team

Background:

Anaka Women's Collective is an independent project set up in 2019 to bring together women with the shared experience of being from a minority ethnic background; creating community, providing safe, mutually supportive spaces where women can organise and resist oppressive immigration systems, share and learn skills and celebrate all that they have to offer.

Anaka's mission statement:

Our vision for society is that all women have equality of opportunity and choices to live their lives with dignity and access to economic, social, educational, cultural, and health-promoting opportunities for themselves and their families. Our vision for Anaka is to create a strong and stable collective. To be able to remain autonomous, organic, and able to respond to the changing needs of our participants. To lift each other up by believing in each other and pioneering alternative income and food sources. Anaka will be a transformative, and multiplying network working towards a supportive, inclusive, and sustainable community.

Participation and the Practice of Rights (PPR) is a Belfast based NGO that puts human rights at the service of those that need it most. PPR will employ a Coordinator for a 1-year period to support Anaka's establishment as an independent legal entity.

Purpose of the post:

The coordinator will have overall responsibility for the day to day management of Anaka's activities and governance on behalf of and in collaboration with Anaka's staff members and volunteer organiser team and PPR's management team.

Main duties:

Key responsibilities of the post will fall under the following headings:

- Programme management and partnerships
- Staff and volunteer management
- Fundraising and governance

- Internal and external communications

Programme management and partnerships

- Day to day development and management of the Collective, including liaison with Anaka organising team, members, volunteers and project partners.
- Responsibility for overall management and development of existing projects, ensuring that systems, structures and procedures provide an effective and coherent framework for the delivery of Anaka's mission and vision.
- Coordinate ongoing internal evaluation of the Collective's activity and resources.

Sessional staff and volunteer management

- Provide line management to the sessional workers that coordinate Anaka's projects including Anaka's Education Project ensuring appropriate procedures are in place for support and supervision.
- Support, manage and grow Anaka's volunteer team and provide for their development and learning.
- Implement robust safeguarding policies and health and safety procedures.

Fundraising and governance

- Maintain strong relationships with funders and financial supporters of Anaka and produce progress and financial reports as required.
- Ensure the Collective meets all of its legal, statutory and funder obligations.
- Manage the Collective's budget and develop appropriate financial procedures for Anaka as an independent entity to PPR.
- Identify new funding streams and follow up opportunities as they arise.

Internal and external communication

- Develop and implement Anaka's communication strategy and manage social media platforms.
- Engage with and represent the Collective to external stakeholders as appropriate.
- Organise events to promote the Collective and its work as required.

Other Duties

The Coordinator will be required to carry out any other reasonable duties as are required in pursuance of the mission and vision of Anaka's Women's Collective.

Person Specification

	Essential Criteria	Desirable Criteria
<p>Experience:</p>	<p>A minimum of two years experience of:</p> <p>Implementing project objectives and work programmes</p> <p>Working on asylum and refugee issues</p> <p>Managing staff and volunteers, providing support and development</p> <p>Setting up and maintaining administrative and financial systems</p> <p>Liaising with funders, completing funding applications and reporting</p> <p>Group facilitation and designing and delivering training sessions</p>	<p>Direct experience of the asylum process</p> <p>Participating in the set up and governance of a not for profit entity</p> <p>Designing and implementing communication strategy</p> <p>Experience in organising in social justice organising and campaigns</p>
<p>Skills/ Aptitude:</p>	<p>Independent self-starter</p> <p>Excellent communication and organisational skills</p> <p>Ability to establish and maintain working relationships with a variety of individuals and organisations</p>	

Commitment:	Commitment to the mission and vision of Anaka Women's Collective	
Circumstances:	Prepared to travel locally between project locations as required Available for evening and weekend work as required	Driving licence and use of a car

Holidays

The Coordinator will be entitled to 15 days of holiday per year in addition to statutory holidays (full time entitlement is 30 days).

Duration

There is currently funding available for the post for 1 year from June 2024. The Coordinator will be subject to Access NI check and a 6 month probationary period