

**SHANKILL WOMEN’S CENTRE**

**Shared Women’s Centre**

**JOB DESCRIPTION**

**JOB TITLE: Coordinator**

**(Greater North Belfast Women’s Network)**

**RESPONSIBLE TO:** Shankill Women’s CEO

 Board of Directors

**CONTACT WITH:** SWC CEO / Staff / Board of Directors / Established

core network group / Women’s Support Network / other Women’s Centres and Women’s groups.

**LOCATION:** Shankill Shared Women’s Centre (SSWC)

3 Mayo Link, Belfast, BT13 3BD

**AIMS:** To provide a platform whereby women from all backgrounds and ages can come together in a safe environment to learn, share experiences, discuss issues that concern them, build and strengthen relationships.

**HOURS:** 37.5 hours weekly

**SALARY:** £30,000

\*\*Post funded for one year by The Department for Foreign Affairs - with potential for future funding to be sourced.

**MAIN DUTIES**

* To ensure the Action Plan (programme, events and activities) for the project is delivered in an efficient and effective manner.
* To facilitate monthly meetings of the established ‘core network’ group ensuring opportunities for collaborative working and the sharing of information between their respective groups.
* To actively encourage and engage new women to join the core Network group.
* To work collaboratively with Women’s Support Network lobbyist and other women’s groups to ensure women are in-putting into government consultations which concern them.
* To simplify documents in order that women can understand and make informed choices and give feedback.
* To promote this project as cross-community and aspire to have a mixture of women from all backgrounds.
* To support women’s capacity to engage in meetings, consultations and discussions and attend various events.
* Outreach to SWC partners, stakeholders and other groups to promote the usage of SSWC as a neutral shared space.
* To promote and encourage people to uptake activities within Shankill Shared Women’s Centre to provide a wrap-around service which will ensure local community engagement and participation in all centre activities.
* Source support, advice and assistance to smaller women’s groups in order to help build their capacity and promote better understanding and respect for diversity.
* Encourage usage of SSWC both daytime and at evenings.
* Compliment Peace and Reconciliation work by encouraging key activities to be held on a cross-community basis both within and SSWC and with outside partners. Example - discussions, workshops, consultations and training courses.
* Regularly liaise and meet with other agencies/stakeholders who can compliment the work of the project.
* Be responsible and accountable to the Line Manager, reporting to and keeping informed at all times.
* Ensure all clerical and administrative aspects of project are carried out to a high standard and ensure an adequate flow of information to appropriate persons.
* Maintain monthly/quarterly statistics and evaluative information for line manager, funders and to the Board of Directors for the purpose of measuring impact of project activities.
* Work closely with and within the systems set up by the finance department to ensure efficient and effective spend of funding.
* In conjunction with Funding and Development Manager, explore and input on potential sources of funding and funding applications.
* Represent Shankill Women’s Centre on boards, forums and committees if deemed appropriate and with the instruction of the Line Manager.
* Undertake relevant training as required.
* Undertake any such reasonable duties as may be required by the Line Manager and participate in staff training/development in-house and externally.

The post-holder will be required to keep confidential any information learnt as part of the job regarding individuals working/using Shankill Women’s Centre. Such information must not be passed on unless it is deemed to be in the interests of the individual or Shankill Women’s Centre to do so and then only to the Line Manager/Centre Manager.

**PERSON SPECIFICATION**

Essential Criteria

* A relevant Community Development or Community Relations qualification with a minimum of 2 years’ experience or 5 years’ experience of working with/within a community-based organisation.
* A facilitation qualification or 3 years’ experience of facilitation.
* Knowledge of women’s issues and how to positively impact them.
* Excellent communication and interpersonal skills.
* Experience in all aspects of reporting for a community organisation and funders such as - report writing, record keeping, monitoring and evaluation.
* Competent IT Skills.
* Experience of workshop/seminar and conference preparation and organisation.
* A clear understanding of the importance of cross-community work as a significant aspect of peace building.
* A good knowledge of statutory and voluntary organisations involved in cross-community/community development
* Have the personal capacity to manage own time, work on own initiative and prioritise work.

Desirable Criteria

* A good knowledge of the operations of a Women’s Centre
* A clean up to date driving licence and access to a form of transport.

Background to Project

The Greater North Belfast Women’s Network was formed by Shankill Women’s Centre in May 2010 to begin the process of bringing women together from across the patchwork of communities that constitutes North Belfast.

The aim was simple, the Centre wanted to provide a pathway whereby women from all backgrounds and ages in North Belfast could come together in a safe environment to learn, share experiences, and more importantly, talk and strengthen and build relationships.

There have been challenges along the way, however, since then the Network has flourished and today, it has a strong and influential presence in North Belfast and beyond, made up of many grassroots women’s groups and organisations working across the area.

It is an inclusive, action orientated network supporting and building the capacity of women at grassroots level providing a platform to give women a collective voice and the opportunities to influence decision makers to effect change in their communities.

The GNBWN delivers a range of programmes and opportunities for women to enhance their capacity and skills, including focused programmes that address issues in community relations as well as hosting residentials, workshops, conferences, seminars, and dialogues.

The network also provides leadership, support, and advocacy for women across Greater North Belfast and beyond.

It is envisioned that The Greater North Belfast Women’s Network will grow and expand into West Belfast and beyond.

APPLICATION FORM

PRIVATE & CONFIDENTIAL

|  |  |
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| **POST:** Greater North Belfast Women’s Network Coordinator | **CLOSING DATE:** Thursday 19th September 2024 at 10am |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. SSWCreserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

APPLICATIONS WILL BE ACCEPTED BY E-MAIL.

Please complete the application form along with a separate envelope containing the Equal Opportunities Monitoring Questionnaire and return by post in an envelope clearly marked ‘Private and Confidential’ with your completed and signed application form.

EYW Outreach Worker (35hrs excluding Breaks)

#  A P P L I C A T I O N F O R M

SURNAME: MR/MRS/MS

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

 Mobile: Email:

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| Secondary & Further Education |
| Subjects | Grade |
|  |  |

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| --- |
| University/Third Level Education |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) |
|  |  |
| Professional Qualification |
| Qualification | Exam Date | Result |
|  |  |  |
| Employment History (Please start with your present or most recent employment) |
| DatesTo & From | Name & Address of Employer | Position Held & BriefOutline of Duties | Reason for Leaving | Salary |
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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |
| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post.  |
| Please give details of your relevant Community Development or Community Relations qualification with a minimum of 2 years’ experience or 5 years’ experience of working with/within a community-based organisation.  |
| Please give details of your facilitation qualification or 3 years’ experience of facilitation.  |
| Please demonstrate your knowledge of women’s issues and how to positively impact them. |
| Please show your excellent communication and interpersonal skills. |
| Please demonstrate your experience in all aspects of reporting for a community organisation and funders such as - report writing, record keeping, monitoring and evaluation.  |
| Please show your experience of workshop/seminar and conference preparation and organisation.  |
| Please demonstrate a clear understanding of the importance of cross-community work as a significant aspect of peace building. |
| Please give details of your knowledge of statutory and voluntary organisations involved in cross-community/community development. |
| Please show how you have the personal capacity to manage own time, work on own initiative and prioritise work. |
| Please describe your competency in IT. |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post.  |
| A good knowledge of the operations of a Women’s Centre |
| A clean up to date driving licence and access to a form of transport. |

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| Date you would be free to take up the post, if appointed:  |

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| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name: Position: Address: Tel No:  | Name: Position: Address: Tel No:  |

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| Are you eligible to work in the UK?: Yes/No You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.Signature of Applicant: ......................................................... Date: ................................ |

Please return the completed form by the closing date either by email (admin@shankillwomenscentre.org)

or to

Reception at Shankill Women’s Centre, Shankill Shared Women’s Centre, 3 Mayo Link, Belfast, BT13 3BD

**Interviews will begin:**

**Thursday 26th September**

FSCAA

Monitoring Questionnaire

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

|  |  |
| --- | --- |
| I am a member of the Protestant community | 🞏 |
| I am a member of the Roman Catholic community  | 🞏 |
| I am a member of neither the Protestant nor Roman Catholic community  | 🞏 |

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**2. Gender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate whether you are: |  Female | 🞏 | Male  | 🞏 |

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

1. **Age Band**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20*  | 🞏 | *21 – 30*  | 🞏 | *31 – 40*  | 🞏 | 65+ | 🞏 |
| *41 – 50*  | 🞏 | *51 – 60*  | 🞏 | *61 – 65*  | 🞏 |  |  |

***5. Cultural/Ethnic Origin***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White*  | 🞏 | *Pakistani* | 🞏 | *Chinese* | 🞏 |
| *Traveller* | 🞏 | *Black/African-Caribbean* | 🞏 | *Indian* | 🞏 |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |