

Women Development & Employment Support Coordinator JOB DESCRIPTION

Job Title: Women Development & Employment Support Coordinator
Duration: 1 year fixed term contract with possibility of extension
Salary: £28K per annum pro rata
Holidays: 15 days + Bank Holidays pro rata
Application Deadline: 29th of September 2023

JOB PURPOSE:

The post holder will provide 1:1 bespoke advice and guidance sessions to black and minoritised women, focusing on the Kurdish, Middle Eastern and North African (KMENA) women. The main objective is to facilitate women's personal development, improve their employability skills and build their confidence and independence. The support service includes:

- Individual needs assessment and journey planners for their lives
- Support to access mainstream education and training,
- Volunteering and /or job searches,
- Support with making job applications,
- CV enhancement,
- Support with finding childcare,
- Access to digital devices for homework and accessing online services,
- Organise ESOL and digital skills courses and Employment skills workshops.

COMMUNICATIONS AND WORKING RELATIONSHIPS:

- Director, Line Manager and other KMEWO staff and volunteers
- Partnership Organisations
- Training and education institutions
- Service users/clients
- Government and local authorities

KEY RESPONSIBILITIES:

- Recruit and enrol women for a wide range of project activities including 1:1 support, needs assessments and career planning,
- Facilitate opportunities for training and employment as well as the inclusion of volunteers to support activities and alike,

- Provide support for clients to access childcare support and online services by organising group sessions and single person sessions where necessary,
- Facilitate classes from a variety of community settings on basic skills building such as ESOL and digital skills,
- To support service users in using IT tablets, laptops, and mobile phones, providing online safety, digital workshops, and the safe loaning of equipment available from KMEWO,
- To ensure that participants can access online resources and remain engaged with the project,
- To familiarise with using the Good Things Foundations and National Data Bank to issue digital devices and free data to KMEWO's services users,
- Ensure that career development lessons and workshops are delivered by qualified career tutors and specialist career advisors, whose activities will need coordinating
- Produce action plans (APs) for employment, education, and training to help clients achieve their goals
- Complete necessary project administrative tasks
- Compiling and submitting project status reports to management and other stakeholders

GENERAL RESPONSBLTIES

- Work as part of the project team and assist the manager in the general promotion, planning and development of the project
- Attend staff, supervision, appraisal, and project review meetings
- Assist the line manager in preparing progress, annual, end of project reports and reports to management committee meetings
- Contribute to the general organisational and strategic service developments of KMEWO and its holistic services.
- Contribute and assist the management team in the process of monitoring and evaluation of the project

PERSON SPECIFICATION

ESSENTIAL SKILLS/EXPERIENCE:

1. Ability to communicate fluently both in English and either one or more of the following languages: Kurdish, Arabic or Farsi. (Other Middle Eastern and North African languages could be considered).
2. Good understanding of the issues and challenges to women who are victims of domestic violence and other forms of human rights abuses.
3. Experience of developing new projects

4. Experience of working with a varied group of stakeholders,
5. Experience of involving and empowering disadvantaged individuals and groups,
6. Experience of planning and organising work to meet targets,
7. Experience of liaising with community, voluntary and statutory sector agencies,
8. Good IT skills, MS office including Word, Excel, Outlook, and Power Point, Knowledge of IT security and accessing online resources and software,
9. Skills in building and sustaining partnerships with a wide group of stakeholders,
10. Administrative skills and ability to set up systems for monitoring and reporting,
11. Ability to work independently and as part of a team.

DESIRABLE SKILLS/EXPERIENCE:

12. Experience of project management
13. Experience of working with volunteers
14. Knowledge of practice and developments in volunteering policies and practice
15. Facilitation skills
16. Knowledge of social inclusion approaches and policies

OTHER INFORMATION

GENERAL

The post is in continual development and the post-holder will be encouraged to develop their skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above these may change from time-to-time to reflect the changing needs of the organisation. All employees are expected to participate in team cohesion and apply KMEWO's statutory requirements commensurate with this post.

EQUAL OPPORTUNITIES

The post-holder must always carry out her responsibilities with due regard to KMEWO's Equal Opportunities Policy.

PERFORMANCE REVIEW

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

HEALTH & SAFETY

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by the Organisation's policy and objectives for health and Safety.

CONFIDENTIALITY

All employees need to have a general understanding of GDPR policies and are required to work in a confidential manner in all aspects of their work.