

Zero Tolerance
BRISTOL

a city free from gender-based violence,
abuse, harassment and exploitation

Job Description – Partnerships Project Officer

Job Title: Partnerships Project Officer
Salary: £15,165 (0.6 FTE £25,275)
One year contract, possible extension funding dependent
Based: Bristol, UK
Hours: 22.5 hours per week

Purpose

To play a key role in the development and implementation of the Bristol Women's Commission and Mayor's aspiration for Bristol to become a Zero Tolerance City, a city free from gender-based violence, abuse, harassment and exploitation.

Specific Tasks

Corporate

- Manage current and develop new corporate partnerships, working alongside them to help them develop a set of actions to improve the prevention of, and response to gender-based violence
- Identify and approach local businesses and other organisations working with them to sign up to the Zero Tolerance Initiative
- Promote and market corporate partnerships to increase awareness of the initiative and to highlight good practices and policies within the workplace across the city
- Liaise with Bristol Women's Commission, and other boards and groups to coordinate strategy for engaging with current and potential new partnerships
- Actively monitor pledges and action plans to ensure that action plans are developed and adhered to

Communications

- Develop and write a series of action plan templates, guides and resources designed to support organisations improve their workplace policies on gender-based violence
- Draft press releases and articles to promote the work of the initiative and of its partners both in Bristol and on a wider scale
- Work with BWV Volunteer Reporters and internal corporate press and marketing departments to raise awareness of the initiative and start to tackle perceptions and attitudes around gender-based violence
- Develop and maintain Zero Tolerance website with administrative support
- Collate case studies, photographs and information from the field

Event and Campaign Management

- Plan, organize and run quarterly network support meetings that provide information and possible training to initiative partners
- Help to develop and implement an interactive engagement campaign within Bristol that tackles perception and attitudes around gender-based violence

General

- Support Bristol Women’s Commission safety task group in the development and implementation of their strategy and action plans
- Handle basic book-keeping, tracking expenditure against agreed budget, financial statements
- Contribute new ideas for awareness raising
- Produce detailed 3 monthly monitoring report, identifying areas for growth and development and outlining measurable objectives
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development

Person Specification

Experience

Essential	Desirable
Strong understanding and knowledge of gender-based violence and its impact in Bristol	At least one years experience in gender-based violence prevention work within voluntary or public sector
Proven record of successful working with corporate partners and demonstrable ability to develop relationships with Corporate partners	Working within a charitable environment, preferably within a women’s organisation
Good working knowledge of Bristol based businesses, education establishments and the voluntary and community sector	Some previous volunteering experience
Experience of drafting press releases and/or media	

Essential Skills and Competencies

- Excellent written skills
- High standard of computer literacy
- Good financial numeracy
- Meticulous attention to detail



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- Demonstrable ability to plan and prioritize own workload with minimum supervision
- Excellent communication and presentation skills required to build relationships with potential partners
- Ability to demonstrate confidence in engaging with a variety of different stakeholders
- Ability to demonstrate flexibility, initiative and ability to work well under pressure
- Ability to plan ahead and work within agreed timeframes
- Ability and willingness to travel within the City of Bristol for meetings and events
- Willingness to work occasional evenings and weekends as required
- Ability to show sensitivity around language and subject matter
- Ability to show professionalism
- Demonstrated aptitude to effectively work with people with a broad range of difference including their ethnic, cultural and social backgrounds, their gender, age, religious belief, disability and sexual orientation
- Commitment to diversity and equal opportunities at work.