***Job Description***

***Job title:*** Bristol Women’s Voice Co-ordinator

***Based at:*** Brunswick Square, BS2 8PE with possibility of remote working across the city

***Hours:*** 30 hours per week. The substantive post is 30 hours with possibility of increase to 37.5 if funding permits. The pattern of working will be flexible with agreement with the Chair of Board of Trustees. Some weekend and evening working will be required

***Holiday:*** 20 days plus bank holidays (pro rata)

***Pay:*** Pro rata of £25,275 FTE = £20,220 plus contributory pension

***The post is a 4 year fixed term position subject to the successful completion of a 6 month probationary period.***

|  |
| --- |
| **Job purpose:**To coordinate the activities and stand-alone projects of Bristol Women’s Voice. Reporting to: Chair, Bristol Women’s Voice Board of Trustees. |
| **Key Responsibilities****1. Promote BWV as the forum for women’s views and women’s issues**1. Promote BWV to ensure wide, interactive and representative membership
2. To engage women from across the city to actively participate in, and support the work of BWV-in particular from underrepresented groups, including women experiencing social or economic vulnerability
3. To seek out and create opportunities for working in partnership in order to articulate women’s needs at Bristol’s strategic and policy forums
4. Support the organisation of BWV meetings, campaigns and events

**2. To create accessible methods of communication to inform, consult, involve and engage women in Bristol**1. Undertake ongoing development and updating of the website content plus profile-building of the website amongst women in Bristol
2. Manage the Day-to-day content and population of Bristol Women’s Voice social media and communications channels - Twitter, Facebook, – to keep them relevant and up-to-date.
3. Review, maintain and manage the on-line membership scheme
4. Support, administrate and publish BWV surveys and consultations. Analyse and publish results
5. Maintain an up to date database of members and organisations supporting women in the city and provide regular newsletters to inform members of BWV’s activities
6. Provide active input to any website development group organised by BWV’s Board of Trustees

**3.Provide full administrative support for BWV’s operations and governance** 1. Oversee the initiation and continued operation of all BWV project work
2. Ensure Bristol women’s voices underpin the work of Bristol Women’s Commission
3. Provide support to the BWV Board of Trustees with briefings, information requests and notice of activities.
4. Coordinate the Board’s decisions, maintaining a calendar of agreed activities and leads
5. Work with BWV treasurer to maintain financial records and monitor expenditure against the BWV budget. Support the Board’s Treasurer in presenting quarterly financial reports to the management group
6. Coordinate the management of key events on behalf of BWV when needed
7. Provide administration for Board of Trustees’ monthly meetings, including circulating reports, agenda and briefing papers
8. Maintain the governance of BWV meeting all Charity Commission compliance deadlines, ensuring required policy development and administering the elections of trustees.
9. Provide all required administration and management for the AGM and other activities required by the constitution
10. Attend meetings on behalf of management group members from time to time
11. Undertake such other duties as may be required from time to time which fall within the reasonable remit of the post
12. Identify and support opportunities to bid for further funds
13. Support the development of the Women’s Strategy for Bristol through periodic support for BWV’s chair in her role as chair of Bristol Women’s Commission
14. Manage staff, interns and volunteers as necessary, when required
 |

***Person Specification***

*Experience can be demonstrated from employment or volunteering*

|  |
| --- |
| **Essential skills, experience and knowledge*** Demonstrable significant experience of working with and understanding of women’s equality issues
* Demonstrable experience of project management
* Understanding of issues faced by different women across Bristol
* Track record of engaging women from different communities particularly hard to reach communities
* Excellent interpersonal and communication skills
* Proven ability of establishing credibility with public bodies and organisations
* Experience of working in partnership with agencies and individuals
* Experience of using a range of online methods to engage and inform a wide range of audiences from varying backgrounds
* Experience of running, updating and maintaining a website and/or a regular online blog
* Excellent organisational and administrative skills
* Experience in planning, running and promoting events
* Ability to manage a budget and produce regular financial reports
* Ability to plan and to manage a work programme
* Demonstrable time management skills, and the ability to work under pressure
 |
| **Desirable skills, experience and knowledge*** Understanding of the voluntary and community sector and the governance and financial requirements of VCS organisation
* Demonstrable experience of community development work in hard to reach communities
 |