**Job Description**

***Project title:*** Women Together for Change

***Job title:*** Community Organiser

***Based at:* Bristol – initially** home working although an office location is being explored. Travel within the Bristol area will be required.

***Hours:***  20 hours a week (0.5 FTE) to be worked flexibility, including potential evening work, may be required.

***Length of contract****:* Four years, until 30th September 2025 to coincide with funding.

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

***Pay:*** £22,400pro rata

***Probationary period:*** There will be a six-month probationary period

***Reports to:*** Bristol Women’s Voice Director

***Responsible for:*** Project managing Women Together for Change volunteers, student placements and/or interns as required.

|  |
| --- |
| **Job purpose:**   * Support women, particularly those that are marginalised and minoritised, to work together, and with their communities, to act on local issues that are important to them to achieve strategic change across Bristol * Support the visibility and inclusion of marginalised and minoritised women in decision making in Bristol. |
| **Key Responsibilities** **Project development:**   * Taking a community organising approach, develop women’s action group/s to work for local change, identifying project and campaign objectives, and coordinating implementation, emphasising women’s involvement and leadership.  **Relationship building and influencing**   * Research and analyse power at a local and national level, so that campaigns can be effective. * With the women’s action group, work across Bristol institutions, communities and organisations to build a diverse network of support, while remaining accountable to the women’s action group for advocacy done on their behalf; * Increase marginalised and minoritised women’s influence, visibility and voice in decision making within Bristol. * Support the women’s action group to run public actions/events/activities to raise awareness and support campaigns for change.  **Support**  * Work with women to identify individual development goals including access to volunteering, work/skill development and leadership roles, supporting women’s involvement through arranging transport, buddying etc., and mentoring volunteers, students and interns. * Facilitate women’s access to training, workshops and asset-building activities to support women to upskill, share knowledge and connections. * Participate and support women to participate in the delivery of an annual International Women’s Day event.  **Communication**   * Report on project progress to BWV staff, trustees and funding bodies, through a range of verbal updates, emails, press releases and reports. * Engage with BWV’s teams through attending team meetings. * Represent BWV externally as required. * Ensure communication is within BWV’s intersectional feminist values, ethos and in line with our objectives. * Any other responsibilities which are commensurate with the role. |

**Person Specification**

*Experience can be demonstrated from employment or volunteering*

|  |  |  |
| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| Experience developing positive relationships and working with community members and groups to enable change | X |  |
| Previous experience of working with vulnerable people, |  | X |
| Experience developing and supporting community activities and projects | X |  |
| Experience organising community events |  | X |
| Excellent interpersonal/communication skills including the ability to gain rapport with people with differing needs and from a variety of backgrounds. | X |  |
| **Qualifications and training**  Experience in a related post and able to demonstrate competence to undertake the duties required | X |  |
| Accredited Level 2 or 3 Community Organising or Community Development Qualification, or willingness to undertake training | X |  |
| Ability to demonstrate continuous improvement and self-development | X |  |
| **Knowledge and Skills**  A knowledge of and commitment to intersectional feminism and what this means in practice | X |  |
| Ability to work with a diverse range of women, people and groups from different backgrounds | X |  |
| An understanding of the principles and practices that underpin effective community organising, including barriers | X |  |
| An understanding of the barriers to community involvement and how these may be overcome. | X |  |
| Understanding of diversity, inclusion and how related issues impact on disabled women’s voice and influence | X |  |
| Understanding of issues affecting different women and girls in Bristol and nationally | X |  |
| Behaviours  Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. | X |  |
| Proactive and organised, with the ability to respond flexibly to changing priorities, and to set and work to competing deadlines | X |  |
| A good team worker who enjoys supporting others and working together for common objective | X |  |
| Other  A clear commitment to the values, aims and objectives of Bristol Women’s Voice. | X |  |

This is a project run by and for marginalised women and we particularly encourage applications from under-represented groups, especially women from Black and minoritised backgrounds and women from lower socioeconomic backgrounds.

Bristol Women’s Voice will interview all disabled candidates who meet the essential criteria for this role.