**Job Description**

***Project title:*** Together for Change: Disabled Women Take Action!

***Job title:*** Community Organiser

***Based at:*** Home working until an office is secured, anticipated by end of 2021

***Hours:*** 15 hours a week (0.4 FTE)

Some flexibility, including potential evening work, may be required.

***Length of contract****:* two years, until 31st August 2021

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

***Pay:*** £22,400pro rata

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

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

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

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| **Job purpose:**   * Support disabled women to work together, and with their communities, to act on local issues that are important to them * Enable collaboration between disabled women, Bristol Women’s Voice, WECIL and women’s community-based projects in Bristol * Support an increase in, and take up of, accessible volunteering opportunities for women. |
| **Key Responsibilities** **Project development:**   * Develop a disabled 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**   * 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 disabled women’s influence, visibility and voice in decision making within Bristol; * Support the women’s action group to run public actions/events, * Work with BWV and WECIL leaders to research and analyse power at a local and national level, so that campaigns can be effective.  **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.  **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*

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| **Essential 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 disabled people and specifically people with a learning disability, lived experience of disability or a good understanding of the challenges |  | 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 undertakethe duties required | X |  |
| Accredited Level 2 or 3 Community Organising or Community Development Qualification, or willingness to undertake | X |  |
| Ability to demonstrate continuous improvement and self-development | x |  |
| **Special skills and knowledge**  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 |  |
| Commitment to working within the Social Model of Disability. | X |  |
| Personal attributes  Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. | X |  |
| High level of written and oral communication skills. | X |  |
| Ability to work flexibly within a team or on own initiative. | X |  |
| Enthusiasm, drive and resilience. | 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 disabled women and we particularly encourage applications from under-represented groups (e.g. women from black and minoritised groups, women from lower socioeconomic backgrounds, LBTQ+ people).

We will interview all disabled candidates who meet the essential criteria for this role.