**Women’s Community Development Worker**

**Employer:** Bristol Women’s Voice

**Job location**: St Paul’s Learning Centre, 94 Grosvenor Road, St Paul’s, Bristol, BS2 8XJ

**Reports to**: BWV Director

**Responsible for:** relevant volunteers

**Works with**: BWV staff, especially the BWV Young Women’s Worker and Community Organiser

**Hours:** 15-18.85 hours per week which can be worked flexibly. Occasional out of hours required, e.g. for International Women’s Day which is held on a Saturday close to the 8th March each year.

**Length of contract**: until 31st December 2025.

**Salary:** £25,000 pro rata.

**Holiday:** 22 days (pro rata) plus bank holidays, increasing yearly to a maximum of 27, plus one discretionary wellbeing day.

**Purpose of the role:**

* To engage and connect diverse communities of women across Bristol with one another; with Bristol Women’s Voice, our campaign and other community-based social action projects women chose to develop.
* To continue the development of Bristol Women’s Voice’s virtual women’s community hub providing information, signposting, and capacity building for women and community spaces around the city.

**Job description**

* Provide a first point-of-contact for women wanting information about women’s support and resources in local communities, including through maintenance of BWV’s WhatsApp Broadcast group and [online directory of support services](https://www.bristolwomensvoice.org.uk/our-projects/directory-of-womens-services/).
* Facilitate the delivery of workshops, training, and BWV’s Inspiring Women series through identifying and booking facilitators, speakers and rooms, producing promotional materials and providing technical support where required.
* Work with our Community Organiser to facilitate women’s engagement in BWV’s Value the Caring Economy Campaign and other women-led social action campaigns in their communities.
* Support the development of BWV’s Young Women’s Forum in collaboration with the BWV young women’s worker.
* Provide advice, support and advocacy to community organisations to improve their accessibility to marginalised and minoritised women.

**General duties:**

* Provide appropriate support in the planning of the International Women’s Day event at City Hall and provide operational support on the day.
* Support with BWV’s members events and promote BWV to help grow our membership.
* Contribute to the BWV monthly newsletter with relevant information.
* Ensure accurate record keeping allowing for effective production of data for monitoring and evaluation, reporting for funders and future funding bids.
* Undertake appropriate BWV administrative and general tasks as and when required.
* Contribute to and carry out all work in line with BWV values and strategic plan.

**Person specification**

**Essential skills and experience**

* Proven experience of engaging with women, and/or people from diverse communities and backgrounds in the community through in individual and/or group-based support, in paid or voluntary roles.
* Experience of community campaigning and/or social action work.
* Strong interpersonal, verbal and written communication skills with the ability to effectively engage a wide range and diversity of people.
* Strong partnership skills, including ability to work professionally and confidently in partnership with a range of professional stakeholders.
* Able to simultaneously manage multiple project strands and ability to prioritise efficiently.
* Able to work independently with high levels of accountability to the team and to the organisation’s overarching strategic plan.
* Excellent organisational skills including time management, planning, administration, basic report writing and target setting with a flexible approach.
* Experience of working under pressure and to deadlines
* Proficient in Microsoft Office with a working knowledge of social media (Facebook, Twitter, Instagram etc.)

**Desirable skills and experience**

* Experience of working in the women’s sector and/or with marginalised women.
* Knowledge of data protection legislation and its application to the role.
* Knowledge of safeguarding legislation and its application to the role.

**Personal attributes**

* Commitment to women’s equity and intersectional feminism.
* Ability to hold professional boundaries and appropriate relationships, including young people.
* Ability to recognise, combat and challenge discriminatory behaviour.
* Willingness to undertake training to support learning and confidence.
* Commitment to supporting team well-being and personal growth.
* Self-motivated and reliable
* Works effectively with team members and members of the public
* Flexibility