**Job Description**

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| **Job Title** | Women’s Lives Leeds Insight and Communications Worker |
| **Salary** | £ 21,748 pro-rata |
| **Responsible To** | Women’s Lives Leeds Projects Manager |
| **Hours** | Part Time 28 hrs |

Leeds Women’s Aid (LWA) is the largest women’s charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 45 years. We are committed to our values and strive to embody them in everything we do. We provide a range of the very best services for vulnerable women and families who are victims and survivors of: domestic, sexual & honour- based violence and abuse; forced marriage; trafficking; stalking and harassment.

LWA is the lead agency in the innovative and unique National Lottery Community Fund, funded Women’s Lives Leeds (WLL) Alliance, consisting of 12 women’s and girls’ organisations. Working with vulnerable women and girls, our vision is that many more women and girls in Leeds will have their needs met and be empowered to lead safer and healthier lives.

The WLL Alliance currently have two funded projects:

The Empowering Systems Change (ESC) Project will provide services to women with complex needs across the city; will facilitate lived experienced expert’s peer support and engagement and is a catalyst for system change. Funded by the National Lottery Community Fund for three years.

The Comic Relief “Power Up” WLL VOICES (Views, Opinions, Insights, Consultation & Engagement Systems) Project that aims to make Leeds the first UN (United Nations) Women Friendly City in the UK by enabling women and girls to have their voices heard, ensuring that their needs are considered in all decision-making conversations and to empower them to lead safer, healthier, equal and more fulfilled lives.

# Purpose of Job

To oversee and maintain appropriate Monitoring, Evaluation, Communications, including social media and Web based systems and processes, and to have oversight on all elements of Insight including: Learning, Peer Research and Development for the Women’s Lives Leeds (WLL) Projects.

The post will be located with and managed by Leeds Women’s Aid, but will equally be accountable to the WLL Alliance.

This post will be subject to an enhanced DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

# Responsibilities

Responsible to:

The Women’s Lives Leeds Insight and Communications Worker will be line managed by, and be responsible to, the Women’s Lives Leeds Project Manager, and ultimately the Trustees of LWA, and will work according to policies and procedures agreed by them.

# Main Duties

1. To provide effective day to day co-ordination of all monitoring, evaluation, insight and communications for the Women’s Lives Leeds Projects.
2. To use monitoring, evaluation and insight to identify unique learning and to share internally and externally, including the media as appropriate.
3. To assist in the delivery of project evaluation work in partnership with the external evaluation consultant.
4. With the Project Manager, develop, implement and oversee effective communications and project learning strategies.
5. To further develop, promote and maintain the Women’s Lives Leeds Projects web sites.
6. Manage, monitor and utilise social media platforms and tools to effectively market and promote Women’s Lives Leeds projects.
7. To co-ordinate learning and development events.
8. Maintain and use all established monitoring and evaluation systems including OASIS Case Management, to provide regular reports for funders, the Projects Manager, the WLL Project Board and other as required.
9. With the Projects Manager, review and refresh the WLL Communications and Engagement Strategy and implement.
10. To carry out research as required in support of the Projects sustainability and legacy.
11. To undertake additional administration duties at the request of the Projects Manager
12. To work closely with the Project Worker Lived Experience Experts to encourage ex-service users to participate in project evaluation.
13. Ensure delivery partners provide regular and accurate monitoring information
14. To create an environment in which continuous improvement is at the heart of the work
15. Promote a strong information culture, where information is used to inform delivery and strategy
16. To work with the Projects Manager and other staff to identify opportunities to enable project(s) sustainability

# General

1. To actively promote diversity across the organisation and the city
2. To represent the projects on local and regional forums
3. To build positive relationships and partnerships with key local agencies.
4. To embody LWAs values, acting as a role model
5. To attend staff team meetings
6. To undertake any other reasonable duties commensurate with the post at the request of the Project Manager.

# Physical Conditions

The post will be based at Leeds Women’s Aid main Office in the main, but will be expected to travel to and work at WLL Alliance partner organisations across Leeds.

The post holder will also have to travel to other locations to ensure effective services are delivered.

# Economics Conditions

The Salary will be ***£21,748 pro rata.***

Hours of work are 28 hours per week, Monday to Friday. Some weekend and evening work may be required.

**Person Specification**

You are required to have experience of:

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| **Experience** | **Essential** | **Desirable** |
| 1. Project Monitoring, Evaluation and Communications | ✓ |  |
| 1. Researching, identifying and capturing learning within a project setting | ✓ |  |
| 1. Maintaining content management systems and websites | ✓ |  |
| 1. Producing and implementing project communications | ✓ |  |
| 1. Using a variety of social media platforms and tools | ✓ |  |
| 1. Working with a variety of stakeholders | ✓ |  |
| 1. Working in the Voluntary Sector |  | ✓ |

You are required to have an excellent understanding of:

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| **Understanding** | **Essential** | **Desirable** |
| 1. Effective methods of involving various stakeholders in monitoring and evaluation processes | ✓ |  |
| 1. A range of social media platforms and the tools to monitor and capture their effectiveness | ✓ |  |
| 1. Information and content management systems | ✓ |  |
| 1. An awareness of the issues facing vulnerable women and girls |  | ✓ |

You are required to be able to demonstrate that you:

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| **Skills** | **Essential** | **Desirable** |
| 1. Have the ability to use a range of IT and online systems to monitor projects and to produce reports | ✓ |  |
| 1. Are proactive and can work under own initiative to identify objectives and to prioritise work. | ✓ |  |
| 1. Have the ability to work with a range of different people including service users | ✓ |  |
| 1. Produce and present detailed reports using excellent report writing skills | ✓ |  |
| 1. Are IT literate and have good presentation skills, along with being proficient in software such as MS Office, databases and performance management tools. | ✓ |  |
| 1. Have strong interpersonal and communication skills, with the ability to build and maintain effective working relationships. | ✓ |  |
| 1. Have taken project learning and development to influence and embed change |  | ✓ |

You are required to:

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| **Qualifications/ Professional Membership** | **Essential** | **Desirable** |
| 1. Have a relevant communication or IT qualification, or a significant number of years of communication experience. |  | ✓ |

You are required to be able to demonstrate your ability to:

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| **Personal Qualities** | **Essential** | **Desirable** |
| 1. Share and Promote LWA’s and WLL’s Values | ✓ |  |
| 1. Be flexible and adaptable and have a willingness to work occasional unsocial hours | ✓ |  |
| 1. Be solutions-focused with a creative problem-solving approach. | ✓ |  |
| 1. Support the concept of diversity and inclusion, and work in a non-judgemental and inclusive way. | ✓ |  |

Reviewed October 2021