



## **Regional Women-Centred Advisor & Trainer**

### **Connecting Opportunities: Women-Centred Advice, Training and Evaluation**

Fixed term contract from: 1<sup>st</sup> July 2017 until 30<sup>th</sup> June 2019 - 20 Hours per week  
Scale SO1 (Point 29-31) £25,951 – £27,668 (pro rata)

#### **Overview of the Project**

Connecting Opportunities is a new project to increase integration in Leeds City Region by supporting the most socially excluded new migrants to tackle the complex barriers they face in integrating in their local areas, increasing their employability, or finding work. Ten organisations that specialise in working with migrants will be working together to offer tailored support, cultural orientation, English language classes and other training options for project participants. Connecting Opportunities will also create new local connections, with opportunities for local people to be volunteer mentors and befrienders, and for employers to provide work placements to help people get a foothold in the job market. Connecting Opportunities is funded by the Big Lottery and the European Social Fund as part of the Building Better Opportunities programme.

WomenCentre's specific role within the Connecting Opportunities Project is to provide women-centred training, advice and evaluation with the aim of embedding women-centred ways of working with women migrants across the Project.

#### **Purpose of the Post:**

The Regional Women-Centred Advisor and Trainer will promote women-centred ways of working with women migrants across the Project, working under the direction of WomenCentre's Connecting Opportunities Project Manager. This will be achieved by working directly with each of the other nine project partners and bringing all project partners together, to join up what already exists across the partners and also explore new ideas, training and advice about women-centred ways of working.

#### **Main Responsibilities:**

- To provide training and advice about women-centred ways of working with vulnerable women migrants to Connecting Opportunities Project Partners, with direction from WomenCentre's Project Manager.
- To input into the evaluation of the overall project with a focus on vulnerable women migrants who access the project and women-centred ways of evaluating.
- To input into ensuring the 'voices' of women are included in the final report and other activities disseminating the findings and learning from the project.
- To produce an end of project professional report in liaison with WomenCentre's Project Manager - *'Women-Centred Solutions to Working with Vulnerable Women Migrants'* (hard copies and digital).

- To promote and disseminate information the about the overall project with a focus on women-centred ways of working with vulnerable women migrants.

**The Regional Advisor & Trainer will:**

- Facilitate a number of one-to-one tailored project partner meetings. The sessions will include working with project partners to:
  - Increase understanding of the ethos and skills set involved in women-centred working.
  - Explore fully where gendered working might complement existing approaches used by project partners, such as personalisation, co-production, resilience-building.
  - Examine existing data-sets within the project partners to identify where gender considerations may be relevant to the project.
  - Identify where vulnerable migrant women already act as key assets within the project partners.
  - Identify a champion to lead on women-centred working within each partner organisation if appropriate.
- Ensure safeguarding is upheld in all elements of the project activity.
- Deliver and report on up to 6 women's focus groups over the two year project to contribute to project learning and evaluation.
- Support the production of up to 12 user-led women migrant case studies to highlight women-centred ways of working and learning in a range of formats using creative methods such as digital stories, photographs and video diaries.
- Deliver one full project partner Women-Centred ways of working seminar each year.
- Input into the evaluation of the overall project with a focus on vulnerable women migrants who access the project and women-centred ways of evaluating, ensure the 'voices' of women are included in the final report and produce an end of project report.
- Disseminate information about the overall project, including representing WomenCentre and the project on a number of advisory and delivery boards. Across the lifetime of the project, this will include:
  - A minimum of 2 short press releases (radio or press) focused on womencentred ways of working with vulnerable women migrants.
  - A minimum of 1 short article posted online and via social media focused on womencentred ways of working with vulnerable women migrants.
  - A minimum of 2 presentations at meetings - potentially a multiagency meeting or the key service engagement forums.
  - To take joint responsibility with the Project Manager for the design and production of publicity material.
- Ensure WomenCentre's existing services can make appropriate women migrant referrals to the Project.
- Ensure all aspects of the project meet the Building Better Opportunities [BBO] publicity requirements – this includes working to fully adhere to the Migration Yorkshire Communications policy and full publicity guide.

- Record appropriate monitoring and evaluation data and provide monthly reports to Migration Yorkshire as required and in line with Project deadlines. The post holder will have access to confidential and sensitive information.
- Take joint responsibility for the maintenance of equipment and resources.
- Undertake general administrative tasks as required by the post.

**General Tasks:**

- To participate in WomenCentre operational meetings and communicate regularly with other staff, volunteers and peers.
- To participate in regular supervision sessions with the Project Manager and project related team meetings.
- To work in accordance with all WomensCentre policies and procedures, especially those relating to *Safeguarding, Information Sharing and Data Protection*.
- To work constructively and co-operatively with all internal and external stakeholders.

**Location:**

The post holder will be primarily located at the offices of WomenCentre in Huddersfield town centre but will be expected to work across the region with the project partners as determined by the duties of this post.

**Supervision Received**

Supervision will be provided by WomenCentre’s Connecting Opportunities Project Manager. Overall Connecting Opportunities Project delivery will be overseen by Migration Yorkshire.

**Responsibility for Assets**

The post holder will have access to confidential and sensitive information.

**Internal Contacts**

Staff, volunteers, Board of Directors, students on placement and service users.

**External Contacts**

Staff, volunteers and service users in Connecting Opportunities partner organisations and staff in other voluntary and statutory organisations, members of the public.

***KA/KS/15/05/2107***