



EUROPE & SCOTLAND  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

## VAW Scotland Project Manager \*(female)

<b>Job Title</b>	VAW Scotland Project Manager
<b>Job Hours</b>	24 hours per week
<b>Accountability</b>	Saheliya CEO
<b>Salary</b>	£33,500 (pro rata)
<b>Duration</b>	until 30/04/2020
<b>Based</b>	Glasgow

### Purpose of Job

To oversee recruitment and develop and deliver training for 64 women with specific language skills to enable them to support BME women across Scotland experiencing gender based abuse.

To oversee and support the development of a Scotland-wide customer base of organisations and agencies requiring additional capacity to provide services to BME women with limited English language skills.

To maximise income generation from the services provided so that the work becomes self-sustaining.

### Main Duties

- Work with the Marketing Officer and Project Administrator to recruit trainees
- Develop and deliver training so that trainees are able to provide best practice support to BME women across Scotland in first languages.
- Support the VAW Scotland Project Marketing Officer to develop a Scotland-wide customer base

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk) ; Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



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- Support the Marketing Officer to develop and implement a marketing strategy to generate income
- Support the VAW Scotland Project Administrator to ensure that all relevant systems are in place and operating efficiently to ensure the smooth running and effectiveness of the Project
- Maximise move on of trainees to session work
- Work with Project staff to monitor income against expenditure, refocussing marketing strategy as required
- Ensure tenders for contracts are submitted as appropriate
- Write financial and project reports for funders and stakeholders
- Identify new market segments as appropriate
- Provide regular support and supervision to the Project staff team
- Work with other Project workers and carry out regular monitoring and evaluation to ensure quality standards are met in service delivery, employment, and customer service
- Support the Project Administrator to organise events to promote Saheliya's VAW Scotland service
- Liaise with the HR and Compliance Manager, the CEO, and the Finance Officer to ensure best practise in all areas of the Project
- Liaise with the Finance Officer and CEO to include the Project in business planning and financial projections
- Work with **Saheliya** colleagues and external partners to ensure all training and services are fully up-to-date
- Ensure the **Saheliya** ethos is maintained and promoted in all activities in-house and externally

## General Duties

- Maintain and promote Saheliya's high level of confidentiality
- Participate in continuing professional development, including opportunities arranged or facilitated by **Saheliya**, such as training workshops and away-days
- Maintain a professional profile on behalf of **Saheliya** in all contact with stakeholders and partner organisations.

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## Person Specification

### Essential:

- Female\*
- An in-depth understanding of gender based abuse
- An in-depth understanding of honour based abuse and abusive cultural practises
- An in-depth understanding of the barriers BME women face when accessing services.
- An understanding of the policy context Saheliya works within
- a commitment to equalities, human rights, and social justice
- Extensive experience of developing and delivering training on gender based abuse and honour based abuse
- Experience of working with interpreters or of speaking (a) different language(s) in a multi-lingual setting.
- An understanding of the social enterprise ethos and the role it plays in regeneration and employment – especially for those who face barriers to the job market
- Three years' experience of fundraising, business planning, reporting to funders and stakeholders, marketing, and strategic planning.
- Experience of supporting BME people
- Experience of supporting learning with people who speak English as another language
- Experience of supporting learning with people who have limited literacy skills
- Experience of working in partnership with the voluntary, public, or private sector to achieve best possible outcomes for a Project or a client group
- Experience of promotion and marketing
- Experience of service delivery to vulnerable people
- Demonstrable commitment to promoting equality, human rights, and social justice and to challenging discrimination
- In-depth understanding of and commitment to fair trade and environmental sustainability
- High level of professional and personal integrity

### Desirable:

- Speaker of one or more relevant community languages
- Lived experience of the problems our service users face
- Experience of working with people with mental well-being services
- Experience of working in the voluntary sector
- Experience of supporting learning with people experiencing high levels of trauma

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**Closing date for applications:** Monday 18<sup>th</sup> June 2018 (2 pm)

**Interviews:** *to be confirmed*

**Please send your application for to:** [info@saheliya.co.uk](mailto:info@saheliya.co.uk) or Recruitment, Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW

**For further details contact:**

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Tel: 0131 556 9302

Email: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)

Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

*\*The Equality Act 2010 (part 1, Schedule 9) applies to this post. Applications are therefore restricted to female candidates only.*

This post is funded by the Social Economy Growth Fund



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