



**Nottingham
Women's Centre**
come on inside



**NATIONAL
LOTTERY FUNDED**

Job Title: REPRESENTATION AND POLICY OFFICER

Hours: 20 hours per week

Salary: £19,430 - £20,661 pro rata

Reporting to: Communications and Partnerships Manager

Contract: Permanent (subject to ongoing funding)

JOB PURPOSE:

To act as a conduit for information on issues affecting the lives of women in Nottinghamshire, by working with other staff to ensure that women's voices and experiences are heard, and by interpreting and influencing relevant local and national policy.

The post holder will work as part of a broader team, which aims to:

1. Provide advice and advocacy to women facing hardship and other forms of crisis, with a tailored, gender-aware approach, delivered at locations where women already engage.
2. Enable women and women's organisations to shape services and influence the external decisions that impact on their lives or operation.
3. Upskill our organisation, ensuring that we all deliver the highest possible standard of advice and support to the women who most need it.

KEY TASKS AND RESPONSIBILITIES:

1. Working with colleagues across all projects, engage users of our services on the issues affecting their lives, and work creatively to encourage their stories to be heard by local and national decision makers.
2. Collect and analyse data relating to women accessing Nottingham Women's Centre's services and our partners' services to identify issues affecting women and work with colleagues to find potential solutions to any issues identified.

3. Generate communication materials to inform and engage women on the work that we are doing using a range of communication techniques, including: email, website, social media, newsletter articles, local media, information packs and presentations.
4. Communicate with women's organisations and users of our services using a range of communication techniques, including: email, website, social media, newsletter articles, local media, information packs and presentations.
5. Research, summarise, write and present information briefings for Nottingham Women's Centre and our partner organisations, and communicate these in an understandable form to users of our services.
6. Advise Nottingham Women's Centre on the changing national, regional and local political agenda affecting women and make recommendations for priorities and action.
7. Support service users to feed into government and other consultations on women's issues.
8. Build relationships with policy counterparts in other women's organisations, locally, regionally and nationally as appropriate and participate in relevant working groups and discussions, where related to Nottingham Women's Centre's aims.
9. Deliver briefing sessions for partner organisations on how they can influence local and national decision making
10. Prepare reports, undertake monitoring and evaluation activity as required
11. Promote and publicise the impact of the work, learning and good practice arising – locally, regionally and nationally.
12. Facilitate partnerships and collaborations across the project and across the organisation.
13. Lead and organise appropriate events and meetings for the project and for the organisation as required.
14. Undertake outreach work within the community to publicise the work of Nottingham Women's Centre to encourage women from a range of demographics to use its services and facilities.
15. Ensure that all work is carried in accordance with relevant legislation and Nottingham Women's Centre policies and procedures, including the Centre's Equal Opportunities policy and Health and Safety Policy.
16. Take responsibility for all aspects of safeguarding for the clients, volunteers and staff, paying particular attention to the sharing of information and professional boundaries
17. Participate in training and development as required.
18. Act as an effective team member and attend and contribute to staff meetings.
19. Carry out other duties as directed by the Centre Manager and the Board of Trustees.

NOTES:

This post may require an Enhanced CRB check. Having a criminal record will not necessarily disqualify you from acquiring the post.

Due to the nature and sensitivity of the project's client group, it is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female.

PERSON SPECIFICATION

Knowledge / Skills / Experience Required	Essential	Desirable	Tested at: A = application I = Interview T = Test
GCSE pass in Maths and English or equivalent	X		A
Skills and/or qualification in Project Management	X		A/I
Drafting reports or papers for a wide audience	X		A/I
Information gathering, research and analysis	X		A/I
Understanding of current challenges and issues affecting women in disadvantaged communities.	X		A/I
Knowledge/interest in the development of public policy		X	A/I
Experience of analysing and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences.	X		A/I
Experience of using advocacy approaches in order to achieve policy change		X	A/I
Producing publicity, campaign or other printed or digital media and materials	X		A/I
Fully competent IT user including Microsoft Office Suite e.g.; Excel, Word and Outlook	X		A/I/T
Knowledge and experience of using websites and social media as a communication tool	X		A/I
Able to work with a wide range of stakeholders	X		A/I
Able to meet deadlines and milestones	X		A/I
Able to plan own workload and work with minimal supervision	X		A/I
Able to work collaboratively with others, sharing experiences and expertise	X		A/I
Ability to travel across Nottinghamshire	X		A/I