**Nottingham Women’s Centre is run by women for all women.**

We exist to help women in Nottinghamshire reach their full potential, have their voices heard, and overcome barriers to creating a better future for themselves and their children. We’re fighting for a world where women take their rightful place in a just and fair society, free from inequality, violence and oppression.

Established in 1971, we’re one of the oldest women’s centres in the country and we continue to adapt our services to meet the needs of women today. We currently have around 30 staff and 80 volunteers, and an annual turnover of just under £1m.

****Service users say…**

**Working at Nottingham Women’s Centre**

We offer a **generous amount of leave**, opportunities for**flexible working, personal development**and a**supportive working environment**. In our latest annual staff survey**100% of staff said they were proud to be part of Nottingham Women’s Centre** and would recommend us as a great place to work.



Want to come and work with us?

More information can be found in the job description below.

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| Job Description |
| Post Title | Partnership Officer |
| Responsible to | Head of External Relations  |
| Location | Nottingham Women’s Centre with some homeworking |
| Hours | 22 hours per week (may include some evening and weekend work) |
| Salary | £26,148 pro rata |
| Contract | Until March 2024 initially  |
| General Description |
| **Our Partnership Officer works with colleagues across Nottingham Women’s Centre and partner organisations to ensure a strong and brilliant women’s sector locally.** This role acts as the main point-of-contact for 13 different women’s and LGBTQ+ groups who operate together to deliver the Nottingham City Council’s Gender & Sexual Orientation Partnership. Our Partnerships Officer manages and co-ordinates the consortium’s delivery by liaising between the City Council and partners, collating monitoring, and writing quarterly reports. They will also be responsible for handling the consortium’s budget, making sure partners are paid and administration is done effectively.Our Partnerships Officer is also the main point-of-contact for three women’s groups working within the Centre as well as any new women’s and LGBTQ+ groups interested in collaborating with the Centre. They will work to encourage, support and develop groups and organisations to provide the best service and support to their service users. The Partnerships Officer plays an essential role in the Centre’s EDI strategy.This is a fantastic opportunity for someone who wants to make a real difference to local women and groups, and who is passionate about ensuring a vibrant women’s sector. |
| Key Tasks and Responsibilities |
| * Maintain and develop good working relationships with our partner groups that support women and LGBTQ+ people as part of the City Council’s ‘Communities of Identity (CoI) Gender & Sexual Orientation’ Partnership. Undertake the budget management, communications, administration, monitoring and reporting and analysis function of the CoI consortium, liaising with the City Council and partners.
* Organise, manage, coordinate and facilitate the Women’s Organisation Network Meeting once a quarter to support collaboration between women’s groups in Nottingham.
* Manage the provision of grants to small, grassroots organisations when appropriate. This includes keeping track of budget and spending, liaising with groups, collating feedback and reporting to funders.
* Attend and support relevant networks for women’s groups and organisations with the purpose of increasing the Centre’s visibility, and sharing the knowledge base and influence of our partners and other smaller women’s groups we work with.
* Work with to support the development of existing and emerging women’s organisations to ensure a strong sector. Act as signposting guide for group support and continue learning, researching and attending training to ensure up-to-date knowledge. Explore and consult on setting up a peer support for groups.
* Keep up-to-date information of specialist local women’s organisations, particularly those that represent communities with a range of protected characteristics, and support colleagues from across the organisation to consult with and link into these groups.
* Support CoI consortium members to host events at the Centre.

Work with colleagues to promote and share the work and knowledge within the CoI partnership including sharing information with our policy and influencing & marketing work. * Where applicable, promote CoI and partnerships activities to external agencies, potential referrers and women from a range of demographics. Practically help groups demonstrate the quality of what they’re doing.
* Ensure regular meetings and discussions with partners and small grassroots groups to consult with them on the support they need and help action it including supporting and consulting on funding applications.

**General*** Ensure that all work is carried out 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.
* Work in a way which positively promotes the aims, objectives and values of Nottingham Women’s Centre.
* Take responsibility for safeguarding clients, volunteers and staff, paying particular attention to the sharing of information and professional boundaries.
* Participate in training and development as required.
* Carry out administrative duties relating to the post.
* Act as an effective team member and attend and contribute to staff meetings.
* Carry out other duties as directed by the CEO and the Board of Trustees.
* Actively support our Equality, Diversity and Inclusion work.
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| Notes |
| As part of our anti-racism work we aim for 50% of shortlisted candidates to be from an ethnic minority. This positive action is being taken to further diversify our team. Due to the nature and sensitivity of the project’s client group, the post holder must be a self-identifying woman.We offer a generous amount of leave, opportunities for flexible working, personal development and a supportive working environment that includes access to an employee assistance programme. |

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| **Person Specification** Please address each criteria in your application.  |
| Criteria | Assessed by |
| Application | Interview | Test |
| **Essential** |  |  |  |
| Experience of creating successful networks or partnerships | 🗸 | 🗸 |  |
| Experience/knowledge of project oversight and assisting in the delivery of services | 🗸 | 🗸 |  |
| Excellent written and verbal communication skills  | 🗸 | 🗸 | 🗸 |
| Fully competent IT user including Microsoft Office Suite e.g.; Excel, Word and Outlook | 🗸 |  |  |
| Experience in reporting on and promoting achievements and activities to funders and a range of other audiences | 🗸 | 🗸 | 🗸 |
| Experience in monitoring performance, tracking spending and budgets | 🗸 | 🗸 | 🗸 |
| Understanding of the importance of anti-racism and wider equalities work. | 🗸 | 🗸 |  |
| **Desirable** |  |  |  |
| Excellent time management skills including the ability to work unsupervised | 🗸 | 🗸 |  |
| Able to establish positive relationships with people from a range of backgrounds | 🗸 | 🗸 |  |
| Understanding of the issues and needs of women and LGBTQ+ communities and organisations | 🗸 | 🗸 |  |
| Willing to travel to meetings within Nottingham City and Nottinghamshire County | 🗸 |  |  |
| General understanding of funding environment and issues faced by charities, and non-profit groups. | 🗸 | 🗸 |  |