

JOB APPLICATION PACK - SUSTAINABILITY COORDINATOR

Dear Candidate,

Thank you for your interest in the post of Sustainability Coordinator at Imkaan. Please find below the following documents that will enable you to apply to this post:

Job Profile and Person Specification

Application Process

Declaration

Please read through the information and submit the required documents along with the sign declaration by 19 September 2020 by 5.00 PM

Applications should be emailed to **recruitment@imkaan.org.uk**

Interviews for this post are expected to take place by Zoom the week beginning 28 September 2020.

Please write SUSTAINABILITY COORDINATOR in the subject heading of the email.

I wish you all the best in this process.

Kind regards,

Baljit Banga

Executive Director

ABOUT IMKAAN

Imkaan was established in 1998 to create a collaborative network for the specialist Black and minoritised women's sector. At the time, Black and minoritised women's organisations did not have a nationally representative body that could advocate on their behalf raising concerns about social justice, the need for greater equality and representation, and the disproportionate impact of funding and resourcing they experienced as a result of structural inequalities. Their voices were seldom heard in shaping policy and strategy and they were often barred from participation in local strategic decision making. They were not a part of the landscape but rather, the landscape was imposed on them, it failed to recognise their needs, and to advocate around their concerns. Imkaan was established to address the gap in representation and to develop itself as a community, sustainability and capacity resource for the sector. Two decades later, Imkaan is an established Black feminist organisation based in London, England. It is the only national second tier infrastructure support organisation to the Black minoritised women and girls' sector with membership in England, Scotland and Wales. Imkaan currently has a membership of 41 organisations.

Imkaan undertakes work around sustainability protecting services through support and strategic advocacy enabling organisations to deliver life-saving support to Black and minoritised women and girls. Imkaan works to achieve systemic change through the ongoing inclusion of Black and minoritised women and girls in all aspects of society. Imkaan works around human rights, social justice and equalities frameworks. Imkaan's approach to intersectionality identifies how multiple and interlocking oppression including age, class, caste, ethnicity, race, gender, sexual orientation, disability and migrant status among others affects the lives of women and girls. Through this approach Black and minoritised women and girls' lived experiences are not reduced to tick box exercises, redefined as fit one size fits all, or subjected to marginalisation. Using intersectionality, Imkaan moves Black and minoritised women and girls experiences from the margin to the centre. Imkaan's core activities have been developed around overlapping strands – members, development, research and strategic advocacy.

For more information about Imkaan, you are encouraged to visit the website at www.imkaan.org.uk where you will find resources, information and publications which will help you to understand who we are, what we do and how we work.

NOTE ABOUT COVID 19

At Imkaan we are currently working under lockdown conditions and while some sectors have eased restrictions, Imkaan continues to work remotely from home. The postholder will be required to comply with Imkaan's Health and Safety policies and ensure that any staff line managed by the postholder are supported during this time. As such, Imkaan is operating under remote working protocols covering all aspects of our work. The postholder will be required to relocate to the office once all emergency COVID 19 measures are lifted.

SUSTAINABILITY COORDINATOR - JOB DESCRIPTION

Salary: £30,800 to £33,800

Hours: 35 hours

Contract: Fixed Term contract to xxx

Location: Working Remotely Imkaan's London office

Reports to: Head of Training, Development & Member Sustainability

MAIN PURPOSE OF POST

To strengthen the quality of support for Black and minoritised survivors of violence against women and girls (VAWG) in the UK providing sustainability support to existing and emerging Black and Minoritised Ending Violence Against Women and Girls organisations primarily in the North of England and delivering joint work with commissioners and partnerships.

- a) Enhancing the capacity and sustainability of specialist, dedicated Black and minoritised ending VAWG organisations
- b) Contributing to the development and promotion of promising practice in this area
- c) Working to strengthen the Imkaan network of specialist, dedicated, Black and minoritised ending VAWG organisations

DUTIES AND KEY RESPONSIBILITIES

1. Sustainability work with members

1.1 To meet the sustainability needs of members organisations through the provision of:

- direct one to one support with commissioning, tendering, outcomes monitoring, quality assurance, business planning and governance issues;
- providing information, training and resources;
- facilitating partnership and peer support arrangements.

1.2 To meet the particularly acute sustainability needs of unique specialist services for Black and minoritised women primarily in the North of England.

1.3 To support services in ensuring the provision of high quality services for survivors and their children through the use of appropriate quality frameworks.

1.4 To support service providers to measure and evidence their outcomes to local commissioners and position themselves as the expert bodies supporting local women and children affected by domestic abuse.

- 1.5 To assist services to defend and articulate the added value of their additional specialist work such as work with children and young people; therapeutic work; complex need; and confidence building and life skills training.
- 1.6 To ensure services that offer support to male victims of domestic violence are safely delivered, seek quality standards relevant to their work.

2. Partnership working

- 2.1 To support local specialist providers to develop partnership approaches to commissioning and tendering processes in order to secure the survival of unique specialist organisations.
- 2.2 To support local partnerships of Violence Against Women & Girls service providers to articulate a collective specialist sector voice to commissioners and other local stakeholders.

3. Influencing commissioners

- 3.1 To work with local commissioners and funders to improve commissioning practices and act as a bridge between local commissioners and local specialist services.
- 3.2 To build good relationships between national sector bodies and local commissioners to ensure that commissioning and procurement processes are informed by the expertise of national sector leaders.
- 3.3 To identify and analyse developments in law, policy and practice that may have an impact on commissioning practice and the sustainability of members' services.

4. General Responsibilities

- 4.1 To be responsible for ensuring the completeness, accuracy, robustness and timely production of all reports, briefings as appropriate
- 4.2 To ensure that any information shared whilst performing these duties is in line with Imkaan's data storage and collection protocols.
- 4.3 To act in accordance with Imkaan's organisational policies, procedures and ethos and to work within a framework of equality of opportunity and anti-discriminatory practice.
- 4.4 Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- 4.5 Attend and participate in regular training when required
- 4.6 To take direction on projects and priorities from your line manager, which may vary from time to time.
- 4.7 To link related work to the broader scope of the organisation and the values and ethos of Imkaan's work
- 4.8 Self-manage time and workload; including all administration such as, developing documents, spreadsheets, typing and photocopying
- 4.9 To attend and participate in regular supervision, team and other meetings as necessary
- 4.10 Undertaking any other duties, commensurate with the level of the role as may be reasonably requested by the line

manager or other appropriate person

4.11 To contribute to team meetings and organisational priorities, and to participate in supervision and other line management meetings

5. Other

This job requires regular travel across England and occasional unsocial hours* please see COVID statement above. .

SUSTAINABILITY COORDINATOR (Part-time North of England)

PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE
EXPERIENCE	
1. Extensive experience of working in Black and minoritised women's frontline organisations addressing Violence Against Women and Girls (VAWG)	Essential
2. Experience of providing and/or managing direct services to survivors of violence against women and girls.	Essential
3. Experience of negotiating and developing partnerships between organisations in the voluntary sector.	Essential
4. Experience of implementing measures to positively promote equality and address discrimination in service provision.	Essential
5. Experience of service delivery within a quality assurance framework.	Desirable
6. Experience of outcomes monitoring, data collection and evaluation.	Desirable
7. Experience of writing and producing briefings, tenders, funding bids, reports or other information resources for a variety of audiences.	Essential
8. Experience of managing projects within a set timeframe and with clear outputs.	Essential
SKILLS	
9. Excellent verbal communication skills at a variety of levels to a wide range of audiences.	Essential
10. A high standard of writing skills including producing reports and briefing papers.	Essential
11. Ability to plan and deliver projects within a set timeframe and with clear outputs/outcomes.	Essential
12. Ability to provide training and support to whole teams and partnerships.	Essential
13. Ability to analyse complex information and identify the implications for women and children affected by domestic violence and the services supporting them.	Essential
14. Ability to work on own initiative to meet objectives in a complex, changing environment and to plan, initiate, manage and evaluate projects.	Essential
15. Highly computer literate and proficient in word-processing, email, spreadsheets, databases and Website technology, preferably in a Windows based environment.	Desirable
KNOWLEDGE	
16. Knowledge of the specific impacts of VAWG on Black and minoritised women survivors	Essential
17. A very good understanding of the experiences and needs of women and children affected by domestic and sexual violence.	Essential
18. Excellent understanding of the role of specialist services to support women and children at risk of violence against women and girls, and the role of the Imkaan member services' networks.	Essential

19. Understanding of intersectionality and the impacts of other forms of oppression on those experiencing violence against women and girls.	Essential
20. Knowledge of quality frameworks appropriate to domestic violence services.	Desirable
21. Knowledge of outcomes frameworks and measurement systems for evidencing the impact of service delivery.	Desirable
22. Knowledge of national and local commissioning and procurement processes relevant to domestic and sexual violence services.	Essential
23. An understanding of the role of local strategic partnerships in the procurement of local services.	Essential
OTHER	
24. Able to demonstrate a commitment to, and understanding of, the aims and objectives of Imkaan.	Essential
25. Commitment to anti-discriminatory practice and promoting equality.	Essential
26. Willingness to travel regularly and work occasional weekends and evenings as required.	Essential
27. Able to work from home on a regular basis.	Essential
EDUCATION/QUALIFICATIONS	
28. No formal qualifications are required for this role although evidence of relevant learning is advantageous.	

APPLICATION PROCESS

To apply to this post please submit the following:

A Curriculum Vitae and cover letter
 Personal Statement (see form below)
 Declaration (see form below)
 Recruitment Equality and Diversity Monitoring Form (download and complete separately and submit with the application)

PERSONAL STATEMENT

Please submit a personal statement detailing your responses to the following questions: (1) How do you meet the job profile and person specification for this post? (2) Why do you want to work for Imkaan? (3) What contributions would you like to make to our work? (4) What is your understanding of intersectionality.

Requirements for the personal statement: Please do not exceed four pages and use 1.15 line spacing.

DECLARATION

To the best of my knowledge all of the particulars I have given are true. I understand that the completion of this form does not guarantee employment, that any false statement may disqualify me from employment to render me liable to summary dismissal. I also understand that no offer of employment made to me will be binding unless confirmed to me in writing. For the purpose of the Data Protection Act 2018, I give my consent to the holding and processing of my personal data by the Organisation for all purposes relating to the recruitment and

employment process.

Signature	
Date	
Print First Name	
Print Surname	

Application should be sent to recruitment@imkaan.org.uk by 19 September 2020 by 5.00 PM marked SUSTAINABILITY COORDINATOR in the subject line. We will only consider applications from those who have the right to work.