

BRISTOL *WOMEN'S* VOICE

Communities and Connection Coordinator Job Description

- Job title:** Communities and Connections Coordinator
- Based at:** St Paul's Learning Centre
- Hours:** 22.5 hours per week. 0.6 FTE Can be worked flexibly across the week. Some out of hours work will be required, e.g. evenings, the occasional Saturday, e.g. for strategic planning and International Women's Day
- Holiday:** 22 days (pro rata) plus bank holidays (pro rata), and one day for your birthday.
- Pay:** £27,000 pro rata
- Length of Contract:** This is a one-year fixed term appointment in the first instance, with the potential for extension, subject to funding.
- Reports to:** Director
- Responsible for:** management of volunteers and interns as appropriate
This post will require an Enhanced Disclosure and Barring Service check.

Key responsibilities

- Lead on delivering BWV Members' events, developing a programme of cross-cultural, intergenerational, awareness raising events.
- Lead on the operational delivery of Bristol Women's Voice's annual international Women's Day Event in City Hall.
- Support the delivery of BWV events and activities across all projects, as appropriate.

Job description:

- Engage women from across the city from underrepresented groups, including women experiencing social or economic vulnerability, to engage with Bristol Women's Voice through delivering engaging, dynamic, connecting and creative members events.

- Working with the BWV team and volunteers, lead on the delivery of a high-quality, diverse and inclusive International Women's Day event in March 2025.
- Recruit, manage and maintain engagement of event volunteers to support our International Women's Day and other events.
- Working with existing stakeholders and engaging more widely, design, develop and deliver a programme of intergenerational activities that centre on women's common experience of patriarchal norms and actions to combat them.
- Support activities and events that engage people in and raise awareness of BWV's campaign work.
- Maintain a volunteer database for support and reporting purposes.
- Ensure effective collection of monitoring and evaluation data for funders, trustees, reporting and accountability.

General

- Develop and maintain positive working relationships with other relevant professionals and organisations, at all times working within our values.
- Complete regular and timely reports as required for the director, funders, the Board of Trustees or others.
- Contribute positively to team meetings, team working and implementing organisational priorities and objectives.
- Undertake such other duties as may be required from time to time which fall within the reasonable remit of the post.

Communities and Connections Person Specification

Experience can be demonstrated from employment or volunteering

Skills and experience	Essential	Non-essential
Experience of event management	X	
Experience organising community events	X	
Experience of engaging diverse stakeholders	X	
Highly organised	X	
Experience of managing volunteers		X

Track-record of engaging and working with equalities and hard to reach communities.		X
Experience of managing a budget		X
Skills, abilities and personal attributes		
Excellent communication skills, written and verbal.	X	
Good time-keeping	X	
Ability to work autonomously and deliver outputs.	X	
Understanding of and commitment to feminism, equity and diversity, and intersectionality practice	X	
Proactive and able to respond flexibly to changing priorities, and to set and work to competing deadlines	X	
Excellent IT skills, including using the full Microsoft package		X
Ability to produce written reports and keep appropriate records		X
Availability for work on the Saturday nearest International Women's Day: 8 th March	X	

We particularly encourage applications from under-represented groups, especially women from Black and minoritised backgrounds and women from working class backgrounds.

Bristol Women's Voice will interview all disabled candidates who meet the essential criteria for this role.

We are a caring economy employer and provide paid time for caring in addition to statutory sick pay.