**Introduction and summary**

Bristol Women’s Voice is looking for a Project Coordinator to develop Joans and Crones: a new women’s health and wellbeing focussed social action project for women aged 55 and older. We are running this project in partnership with the Bristol Older People’s Forum.

This project is being funded by the People’s Health Trust as one of a limited number of projects they are funding to take action on barriers to heath equality faced by marginalised groups. The project specification has been developed with women aged 55 and over who we have worked with in 2024 to design the project.

The Project Coordinator will work with women aged 55+ from across Bristol, organising with them to:

1. identify barriers to health and wellbeing,

2. find creative ways to tackle ageism, sexism and other intersecting discriminations that create barriers to older women's health and wellbeing

3. create social actions to support the visibility, voice and influence in decision-making in Bristol.

The project is also required to feed into national level research and evaluation.

The role will also facilitate women’s (aged 55+) access to resources and training, supporting them to take the lead on developing projects and actions to support health equality.

**Job Description**

**Project title:** Joans and Crones

**Job title:** Project Coordinator

**Based at:** St Paul’s Learning Centre, 94 Grosvenor Road, Bristol BS2 8XJ

**Hours:** 15-18.75 hours a week (we have funding for 18.75 hours, but offer flexibility to support to anyone who needs fewer hours due to income from benefits).

Some office hours are required but other hours can be worked hybrid and will include working from community centres/other venues across Bristol.

Occasional out of hours required, e.g. for International Women’s Day which is held on a Saturday close to the 8th March each year and evening events.

**Length of contract**: Two years, until 31st March 2027. Continuation subject to funding.

**Holiday:** 22 days (pro rata) plus 8 Bank holidays (pro rata).

**Pay:** £27,000pro rata

**Probationary period:** There will be a three-month probationary period

**Reports to:** Bristol Women’s Voice Directorand the project advisory board

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| **Job purpose:**   * To develop and establish project for women aged 55 and older to support the visibility and inclusion of older women in health and wellbeing decision making, policy and practice in Bristol. * Work with women to identify and develop social action projects to identify and tackle barriers to older women’s health and medical misogyny. * Work with project partners, the funder, independent evaluators and organisations nationally to evaluate the project. |
| **Key responsibilities:** **Project development:**   * Establish and promote a social action project for women over 55 focussed on women’s health and well-being. * Work with the women to:   + Co-create remit, purpose, leadership, code of conduct etc in line with Bristol Women’s Voice’s and BOPF’s values   + Identify project and campaign objectives   + Develop project and campaign plans   + Enable women’s involvement and leadership. * Establish an advisory board of expertise to guide the project, working particularly with the Bristol Older People’s Forum  **Relationship building and influencing**   * Work with the group to increase women over 55’s influence, visibility and voice in health-related decision making within Bristol through:   + engage health and wellbeing stakeholders, decision makers and influencers at a local and regional level   + support the group to run public actions, events and activities to raise awareness and support actions for change, as per the goals identified by project participants. This might include craftivism, meetings with external stakeholders, research, coordination of petitions, film-making, letters to MP, questions to full council etc,  **Support**  * Facilitate women’s access to training, workshops and asset-building activities to support women to upskill, share knowledge and connections to support the work for change. * Coordinate and administrate monthly meetings: room booking, volunteer coordination, communication and promotion, purchase, co-facilitate meetings in partnership with project members, be accountable for meeting admin and write up * Participate and support women to participate in the delivery of an annual International Women’s Day event.  **Communication**   * Work with project evaluators, BWV director and the BOPF team to ensure appropriate monitoring and evaluation of the project. * Report on project progress to the project advisory group and BWV staff, trustees and funding bodies, through a range of verbal updates, emails, press releases and reports. * Engage with BWV’s teams through attending team meetings. * Represent BWV externally as required. * Ensure communication is within BWV’s intersectional feminist values, ethos and in line with our objectives. * Any other responsibilities which are commensurate with the role. |
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**Person Specification**

*Experience can be demonstrated from employment or volunteering*

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| **Experience** | **Essential** | **Desirable** |
| Experience developing positive relationships and working with community members and groups to influence change | X |  |
| Previous experience of working with vulnerable people |  | X |
| Experience of work to influence policy or practice or able to demonstrate competence to undertake the duties required | X |  |
| Experience organising community events |  | X |
| Experience of project management | X |  |
| **Skills** |  |  |
| Excellent interpersonal/communication skills including the ability to build rapport with people with differing needs and from a variety of backgrounds. | X |  |
| Ability to demonstrate continuous improvement and self-development | X |  |
| Strong organisational, administrative and multi-tasking skills | X |  |
| **Knowledge** | | | |
| A knowledge of and commitment to intersectional feminism and ageism, and what this means in practice | X |  |
| Knowledge of issue relating to older women’s health and wellbeing |  | X |
| Understanding of equality, diversity, inclusion, the barriers to community involvement and how these may be overcome. | X |  |
| Behaviours |  |  |
| Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. | X |  |
| Proactive and able to respond flexibly to changing priorities, and to set and work to competing deadlines | X |  |
| A good team worker who enjoys supporting others and working together for common objective | X |  |
| Other |  |  |
| A clear commitment to the values, aims and objectives of Bristol Women’s Voice and BOPF. | X |  |

* This is a project run by and for marginalised women and we particularly encourage applications from under-represented groups, especially women from Black and minoritised backgrounds and women from lower socioeconomic backgrounds.
* Bristol Women’s Voice will interview all disabled candidates who meet the essential criteria for this role.
* Bristol Women’s Voice is a trans inclusive organisation.