

UK FEMINISTA

Information for Applicants: Events and Communications Officer

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1. Job details

Job title: Events and Communications Officer

Reports to: Director

Salary: £30,000 pro rata

Hours: Part-time; 28 hours per week

Location: London, office-based. Flexible- and home-working will be considered.

Status and contributions: 18 month contract with a three month probationary period.
UK Feminista will make pension contributions of 5% of gross salary.

2. Application process

Documents

Please complete the Application Form and Recruitment Monitoring Form and return them by email to recruitment@ukfeminista.org.uk. The forms are available to download from the UK Feminista website: www.ukfeminista.org.uk. CVs will not be accepted.

Deadline and key dates

The deadline for applications is **5pm on Wednesday 9th January 2019**. Late applications will not be accepted.

Applicants must be available to attend an interview on Friday 18th January 2019 in central London.

Candidates shortlisted for interview will be notified by Friday 11th January 2019. If you have not heard from us by that time your application has been unsuccessful.

3. About UK Feminista

UK Feminista supports individuals and organisations to take action for equality between women and men. Our vision is of a society in which women live free from sexism and enjoy all the rights enshrined in the Convention on the Elimination of all forms of Discrimination Against Women. We run campaigns, conduct research, formulate policy and deliver training and organisational support.

As part of our vision and in line with our partners, UK Feminista recognises prostitution, pornography and lap dancing as forms of commercial sexual exploitation. We further recognise a woman's right to access a legal, free, safe abortion as fundamental to women's reproductive rights.

UK Feminista's current strategic objectives include tackling sexism in schools and combating commercial sexual exploitation. We support schools to tackle sexism by delivering Continuing Professional Development training to teachers, delivering training in conjunction with Initial Teacher Training providers, influencing policy and developing resources. Our work to tackle commercial sexual exploitation involves providing the Secretariat for the All-Party Parliamentary Group on Prostitution and the Global Sex Trade.

UK Feminista is a not-for-profit company limited by guarantee. Our work is governed by a board of Directors and supported by a Director and Policy and Development Manager.

Further information about UK Feminista's work is available at www.ukfeminista.org.uk

4. Job description

Role purpose

The purpose of this role is to support the successful delivery of two of UK Feminista's key projects: preventing sexism in schools and tackling commercial sexual exploitation. The post-holder will work directly with the Director and the Policy and Development Manager to deliver a series of strategic events and communicate UK Feminista's work to key stakeholders.

Key responsibilities

Event coordination and support:

- Arrange and support the delivery of teacher training sessions in conjunction with schools, Initial Teacher Training providers and other education institutions.
- Support the organisation and delivery of an international fact-finding mission.
- Organise a range of meetings and events in line with project requirements and budgets.

Communications:

- Monitor UK Feminista's online resource hub for schools and ensure it is kept up to date, accurate and engaging.
- Promote UK Feminista's online resource hub and training services to schools, education networks and education institutions.
- Ensure the websites for UK Feminista and the All-Party Parliamentary Group on Prostitution and the Global Sex Trade are kept up to date.
- Respond to enquiries from the media, stakeholders and the general public.
- Liaise with external designers and suppliers to organise the production of project publications.

Administration:

- Undertake day-to-day administration tasks, including responding to external enquiries, providing meeting support, and keeping online systems and databases accurate and up to date.

Organisational:

- Uphold UK Feminista's values and policies, including the Equal Opportunities policy, and play an active role in their successful implementation.

Notes

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

5. Person specification

Skills, knowledge and experience

Essential:

- Excellent understanding of sex inequality, including violence against women, and equality and diversity issues in the UK
- Excellent verbal and written communication skills, including the ability to communicate with a wide range of audiences and influence others
- Experience of organising successful events
- Ability to forge successful professional relationships with a diverse range of stakeholders
- Excellent political judgement and ability to manage points of conflict
- Excellent organisation and time management skills, including the ability to manage a varied workload
- Ability to manage budgets
- Excellent IT skills

Desirable:

- Experience of delivering training
- Knowledge of the education sector
- Experience of working on issues relating to commercial sexual exploitation

Personal qualities

- Commitment to the aims of UK Feminista
- Proactive: Highly self-motivated, enthusiastic and able to demonstrate initiative
- Resourceful: able to maximise outputs from a small budget and work under pressure