

UK FEMINISTA

Information for Applicants:

Programme Coordinator (Schools)

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1. Job details

Job title: Programme Coordinator (Schools)

Reports to: Acting Director

Salary: £32,000 pro rata

Hours: Part-time; 21 hours per week (flexible hours - can be worked on 3 days or spread across 4 or 5 days)

Location: Flexible (home working, based in our co-working space in London or hybrid). Occasional office attendance desirable (e.g. once a month). Some travel to schools and other venues across the UK will be required (expenses will be paid for travel, excluding travel to the office).

Status and contributions: Fixed term contract until end of June 2026 with a two-month probationary period. There may be the possibility of this being extended, subject to funding. UK Feminista will make pension contributions of 5% of gross salary.

Role purpose

The purpose of this role is to;

- Deliver support to schools and colleges to enable them to take a whole school approach to combat sexism and sexual harassment – including delivering teacher training, student workshops and intensive support meetings and developing resources.
- Deliver the Awards Scheme to recognise and reward schools and colleges that take outstanding action to combat sexism and sexual harassment.
- Write a report on tackling sexism and sexual harassment in the education system and undertake lobbying activities to encourage government and educational institutions to implement report recommendations.

The post-holder will work in a small team, reporting to the Acting Director and working alongside the Senior Programme Manager (Commercial Sexual Exploitation).

2. Application process

Documents

Please send a completed application form and Recruitment Monitoring Form to recruitment@ukfeminista.org.uk.

The Recruitment Monitoring Form is available to download from the UK Feminista website: ukfeminista.org.uk/work-with-us. This will not be viewed in conjunction with the application.

A copy of UK Feminista's HR Privacy Notice can be provided upon request. To request this, please contact recruitment@ukfeminista.org.uk.

Deadline and key dates

The deadline for applications is **9.00 am on Wednesday 26 March 2025**. Late applications will not be accepted.

Applicants must be available to attend an in-person interview in London on **Tuesday 8 April 2025**. This will include a short task about which you will receive information when offered an interview.

Candidates shortlisted for interview will be notified by **Wednesday 2 April 2025**. If you have not heard from us by that time your application has been unsuccessful.

3. About UK Feminista

UK Feminista works for a society in which women and girls live free from sexism and violence. We campaign for systemic change so that women can enjoy their rights as enshrined in the Convention on the Elimination of All Forms of Discrimination against Women. We exist to tackle the root causes of sex inequality.

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.

Our values:

- **Feminist** - We are a feminist organisation which recognises and actively works against discrimination.
- **Collectivism** – We are compassionate and acknowledge our mutual responsibility to support one another, stay connected, share knowledge and contribute to collective efforts.
- **Adaptable** – We work flexibly and dynamically, taking initiative and staying curious so we can learn from each other and respond to our changing environment.

- **Professionalism** – We are a passionate team of experts motivated to deliver high quality, evidence-based campaigns with integrity. We are committed to collaborating with other experts and working to amplify the voices of survivors.
- **Ambitious** – We are bold and ambitious for change in society. We are also ambitious for our people, who we support to develop and thrive.

Our current strategic priorities:

1. **Combating commercial sexual exploitation** – our long-term goal is that the government adopts laws to effectively combat commercial sexual exploitation and support victim-survivors.

We work with survivors, policy makers and practitioners to combat commercial sexual exploitation. We provide the Secretariat for the UK Parliament's [All-Party Parliamentary Group](#) on Commercial Sexual Exploitation. We also provide the Secretariat for [A Model For Scotland](#) and the Co-Secretariat for [Not For Sale](#).

2. **Tackling sexism and sexual harassment in schools and colleges** – our long-term goal is that all schools and colleges take effective action against sexism and sexual harassment.

We conduct [research](#), provide [training](#) and [resources](#) to schools, and run a national [award scheme](#) which recognises schools that take outstanding action against sexism.

UK Feminista is a not-for-profit company limited by guarantee, established for charitable purposes. Our work is governed by a Board of Directors.

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

4. Job description

Key responsibilities

Schools programme

- Lead on organising and delivering live teacher training – online and in-person
- Lead on organising and delivering in-person student workshops and student working party meetings
- Manage relationship with schools and colleges receiving intensive support and deliver regular support meetings to enable them to implement a whole school approach action plan
- Lead delivery of Awards Scheme (including encouraging applications and organising awards ceremony)
- Develop schools programme resources, case studies and training materials

- Gather evidence base on experiences of schools and colleges in combating sexism and sexual harassment
- Write and produce a report on combating sexism and sexual harassment in schools and colleges to disseminate nationally
- Undertake schools programme related direct and indirect lobbying activities in conjunction with team members and in line with lobbying strategy (including monitoring relevant parliamentary activity, writing letters, attending meetings, organising events, drafting consultation responses, drafting parliamentary briefings, writing parliamentary questions and drafting and distributing press releases and press quotes)
- Job share the role of Designated Safeguarding Lead with Acting Director and undertake safeguarding responsibilities to a high standard
- Build relationships with relevant external organisations (such as trade unions, charities and local authorities) and represent the organisation at relevant meetings to promote and progress objectives of schools programme
- Manage schools programme inbox and promote schools programme initiatives (including writing termly schools programme mailing list updates and ad hoc website content)
- Keep accurate and robust financial records and liaise with Acting Director about schools programme spending
- Produce data reports and work in conjunction with Acting Director to write funding progress reports and support the writing of funding applications related to schools programme
- Undertake regular monitoring and recording processes for schools programme, including via Google Analytics and other internal monitoring processes, in order to monitor funding targets and inform funder reports and organisational outputs
- Manage relationship with external commercial contractors undertaking schools programme-related work on ad hoc basis

General

- Actively supporting team members (including proof reading, fact checking and providing feedback on organisational publications and reports, keeping organisational contacts databases up to date, and making proactive contributions in team meetings)
- Uphold UK Feminista's values and policies, including the Equal Opportunities policy, and play an active role in their successful implementation
- Contribute to the successful implementation of UK Feminista's organisational strategy and programme workplans

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 in the UK, including violence against women and girls, sexism in schools and how intersecting forms of discrimination impact individual experiences
- Excellent verbal and written communication skills, including the ability to communicate with a wide range of audiences to engage and influence others
- Experience of public speaking and confidence to deliver training independently to large audiences
- Experience of delivering workshops or lessons to children or young people, including the ability to deal with challenging behaviour and establish rapport quickly with new groups of students
- Experience of engaging a wide range of stakeholders and maintaining excellent working relationships through successful partnership working
- Excellent political judgment and the ability to manage points of conflict in a professional manner and in line with organisational values, such as when responding to difficult questions whilst delivering a presentation
- Experience of collecting and analysing data to monitor impact and progress and to write high-quality and accessible reports
- Experience of organising successful events
- Excellent organisation and time management skills
- Experience of managing a varied workload to achieve objectives and targets
- Excellent IT skills
- Knowledge of the education sector
- Knowledge of safeguarding legislation and practise

Desirable:

- Experience of developing and improving teaching resources and training materials to meet objectives

- Understanding of issues relating to commercial sexual exploitation
- Understanding of parliamentary systems and processes
- Experience of working in a small team in the third sector, including giving and receiving constructive feedback
- Experience of undertaking the role of Designated Safeguarding Lead
- Experience of writing progress reports to external funders

Skills and experience may have been gained from paid or voluntary work.

Personal qualities

- Commitment to the aims and values of UK Feminista
- Team-player:
 - willingness to regularly provide and receive constructive feedback in support of achieving organisational objectives
 - willingness to work collaboratively and flexibly in a small team to deliver shared priorities
 - willingness to provide support to team members when necessary
 - willingness to proactively contribute ideas and knowledge in team meetings
- Proactive:
 - enthusiastic, self-motivated and able to work independently
 - able to organise, plan and deliver work under pressure and ahead of time
 - able to take responsibility and ownership over own work, including through applying a high attention to detail to ensure accuracy and quality and asking for support when needed
 - willingness to learn and develop
- Resourceful and adaptable:
 - solutions-focused, a 'can-do' attitude and able to demonstrate initiative when facing challenges
 - able to maximise outputs from a small budget and limited time
 - ability to work responsively to a changing context and to the timelines of external stakeholders

Note: UK Feminista is committed to safe and fair recruitment, safeguarding and protecting those who come into contact with the organisation. We ensure all our staff are vetted to the appropriate standard for the role undertaken, and that staff are supported and trained to undertake safeguarding responsibilities to a high standard.

Due to the nature of the role, the successful candidate will be required to undergo an enhanced DBS check before an offer of employment is confirmed. UK Feminista is committed to equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. UK Feminista undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We would be very happy to discuss the nature of convictions if applicants have any concerns. To arrange a confidential phone call, please email recruitment@ukfeminista.org.uk.