

Post:	Project Support & Advice Consultant
Length of post:	6 months, thereafter subject to a CIS structure review
Responsible to:	Community InfoSource director
Salary:	£33,000 pro-rata for 3.5 hours per week
Place of work:	CIS premises, Albany Centre, 44 Ashley Street, Glasgow G3 6DS
Hours of work:	3.5 hours a week, Monday to Friday, by arrangement

Purpose of the post: To provide strategic advice and support to the “Challenging VAW: working with men” Project Manager

Main tasks:

1. Providing support for the Project Manager
2. Providing support for the strategic development and delivery of the Project

1. Project Operation

- a. Attend regular meetings with the Project Manager
- b. Support the Project Manager in:
 - Taking forward a strategy and action plan for the service
 - Providing personal support and supervision for the Project Manager

2. Management of Staff and Volunteers

Support the Project Manager by providing:

- An overview of the support and supervision system for staff, facilitators and volunteers
- An overview of the Volunteer Policy
- Advice on the recruitment, development and retention of volunteers as required

3. Monitoring, Evaluation and Funding

Support the Project Manager by providing:

- a. An overview of the monitoring and evaluation system to record and report on outcomes
- b. Support with liaison with funding bodies
- c. Support with the compilation of new funding applications
- d. An overview of the budget monitoring system in line with CIS and Funder requirements

4. Other items

- a. Assist with an overview of the communication strategy and promotion of the project
- b. Support the planning of new project activities
- c. Attend training as required
- d. Attend VAW Project Steering Group as required
- e. Support the ethos and aims and objectives of Community InfoSource at all times

To be reviewed after three months in post

December 2019

Project Support and Advice Consultant

Person specification

The post-holder will be someone with the following skills, qualifications, and attributes:

Essential

- Knowledge of issues relating to violence against women and asylum seekers and refugees in Scotland
- Fluency in spoken and written English and ability to communicate effectively both orally and in writing
- Ability to establish and maintain relevant policies and procedures and ensure compliance
- Knowledge of issues relating to asylum seekers and refugees in Scotland
- Experience of fundraising, liaising and responding to funders
- Computer literacy including word-processing, spreadsheets, email and internet usage
- Experience of working with voluntary organisations
- Experience of developing, coordinating and / or managing charitable projects
- Ability to work on own initiative and as part of a team
- Willingness to take part in training

Desirable

- Experience of working with vulnerable people
- Strong management skills
- Experience and / or qualifications in Child Protection
- Experience of office administration and an understanding of systems, including modern methods of filing, and telephone communication skills
- Experience of relating to the media
- Experience of developing publicity materials
- An understanding of the not-for-profit sector in Scotland

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