



Job Description and Person Specification

Post Title: **Gendered Services Project Manager**

Responsible to: Chief Executive Officer at Dundee Volunteer and Voluntary Action

JOB PURPOSE

The post holder will be employed by Dundee Volunteer and Voluntary Action and co-located to work as a member of the Protecting People Team (based within Dundee Health and Social Care Partnership). The post holder will play a key role in the strategic development and improvement of Gendered Services in Dundee with a particular focus on engaging with and involving the Statutory Sector. This post is funded by the Corra Foundation.

PRINCIPAL WORKING CONTACTS

Senior staff and practitioners across all agencies - including Dundee City Council, NHS Tayside, Dundee Health and Social Care Partnership, National and Local Voluntary and Private Sector Organisations, Third Sector and Dundee Voluntary Action.

MAIN DUTIES

Take the lead role in developing improved responses to the specific needs of vulnerable women in Dundee. The project will work towards a whole system change and embedding a gender responsive culture and ethos across all service and systems.

Improve services and responses to women who experience gender-based violence (GBV), homelessness and substance use and have a range of multiple complex needs that require support from a wide range of services.

Improve multi agency responses to women with complex needs by ensuring a more coordinated approach and better communication across agencies which place the women at the centre.

Contribute towards the preparation and review of a multi-agency staff development strategy and training plan, with a particular focus on the needs of the statutory and voluntary sector.

Design and implement a training package to raise awareness of gender-specific issues for women within the workforce.

Establish a Policy Review process to review services policies and procedures to ensure they are relevant to gender inequality.

Prepare and report progress on the outcomes framework to the Corra Foundation.

Organise and facilitate workshops, seminars and conferences as required.

Prepare regular reports on the progress of the project.

Contribute towards the development and implementation of a communication strategy which aligns itself to the wider Violence Against women strategy.

Develop strong working relationships with all partners involved in delivering services to women, their families and the communities in which they work.

Participate in the needs assessment, development, implementation and monitoring of social and health interventions and inequalities.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

CONDITIONS OF SERVICE

- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.
- This post is open to women only under Schedule 9 (part 1) of the Equality Act 2010.
- The successful candidate will be required to join the PVG scheme.

SALARY: £33,750-£37,500

CONTRACT: Fixed-term for two years

HOURS OF WORK: 35 hours per week

ANNUAL LEAVE: Staff members with 0-5 years' service will be entitled to 28 days annual leave plus 6 public holidays included in annual leave entitlement: total 34 days. In addition 5 days Christmas closedown.

TRAINING: Staff may make application to pursue appropriate training

JOB DESCRIPTIONS are reviewed from time to time

PERSON SPECIFICATION

POST TITLE: Gendered Services Project Manager

DIVISION/DEPARTMENT SECTION: DVVA/Public Protection Team

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree or Post Graduate qualification in Social Work, Education, Community Education, Health or other equivalent qualification or significant relevant experience	Degree plus post qualifying Certificate or Diploma in CLD Degree or Post Graduate qualification award in staff development Registration of appropriate body	Application form Presentation of qualification at interview
RELEVANT WORK/OTHER EXPERIENCE	Experience in staff development and training Experience of performance management Experience of partnership working Experience of delivery change programmes Working knowledge of Equality Legislation, policies and guidance, specifically the national strategy to end violence against women and girls (Equally Safe) Working knowledge of the gendered analysis of violence against women and the range of specific issues facing women in society Working knowledge and understanding of the Voluntary Sector and the environment in which it operates	Experience in Management role Experience in project start up	Application Interview Process References

PARTICULAR SKILLS/ABILITIES	<p>Excellent verbal/written skills</p> <p>Ability to work under pressure</p> <p>Ability to meet deadlines</p> <p>Effective Leader</p> <p>Good presentation skills</p>	<p>IT/Web/PC competence</p> <p>Ability to analyse and present management information</p> <p>Designing and delivering training to staff and volunteers</p>	<p>Application</p> <p>Interview Process</p> <p>References</p>
PERSONAL QUALITIES	<p>Flexibility of approach</p> <p>Honesty and reliability</p> <p>Ability to work as a team player</p>		<p>Application</p> <p>Interview Process</p> <p>References</p>
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Prepared to work hours according to the needs of the job</p>		<p>Application</p> <p>Interview Process</p> <p>References</p>