

ELECTHER

PROGRAMME COORDINATOR

Deadline for applications: 8.59am, 6th December 2021

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Dear Applicant,

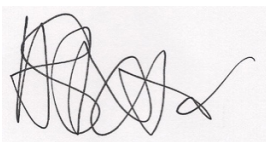
Thank you for your interest in the work of Elect Her. With this recruitment pack we sincerely hope we can answer any questions you may have about our work and the roles that we are currently recruiting for.

Elect Her has been working as a community organisation since 2016, providing workshops to demystify the process of standing for elected office and is now a registered CIC. Founded in Scotland as The Parliament Project, today our work caters for women across Britain providing knowledge, confidence, and skills to women at every stage of their political journey. We are currently recruiting to grow our team in Scotland, to expand our work and create a safe space for women to explore their futures as leaders, legislators, and champions of Scotland's political governance.

We are a tiny but mighty team who are all passionate about what we do and excited by the possibility of what's next. We bring our full selves to work, create space for that and celebrate it. As a team we are all committed to our mission and are looking forward to welcoming new people into this work. This is an exciting time to join our organisation as we embed our current strategy, which puts into practice all we have learnt from listening to women in our community over the past two years.

I hope you find this document helpful as you consider your application and I look forward to meeting you through this recruitment process.

Kind regards

A handwritten signature in black ink, appearing to read 'Hannah Stevens', written over a light grey rectangular background.

Hannah Stevens
Director

ABOUT ELECT HER

Elect Her works to motivate, support & equip women in all their diversity to stand for elected office in all spheres of Government, providing them with the knowledge, confidence, and skills they need to do it. We demystify the process of standing for elected office and motivate women to create action plans for standing through free workshops and online resources. We nurture networks of women supporting each other in peer support circles, facilitating space for women to share and reflect to prepare themselves for standing for office. We design training programmes to equip women with the tools they need as they prepare to stand. We create protected spaces for under-represented women to come together to acknowledge the additional barriers they face in standing and seek solutions in unity. Increasingly we are creating women centred political literacy materials to support all women to develop their foundational understanding of how our country's governance works for us.

Since we began our work, we have:

- Delivered workshops demystifying the process of standing for elected office to over 5000 women.
- Welcomed 500 women through our Peer Support Circles.
- Supported nearly 180 women as candidates.
- Celebrated as at least 80 of those women have been elected.
- Designed and produced Scotland's Women Stand, a daylong event at Scottish Parliament celebrating women and their role in Scotland's governance.
- Created regular networking space for D/deaf and disabled women in politics.
- Provided regular space for Women of Colour to come together to reflect on the additional barriers they face on the journey to elected office.

And this is just the beginning!

JOB DESCRIPTION

Role: Programme Coordinator

Reports to: Managing Director

Responsible for: Implementing the organisation's programme strategy for Scotland.

Working pattern: 4 days per week.

Salary: £27,000 pro/rata

Pension: 3% employer & 5% employee pension contribution

Contract: Fixed term 31 months

Holiday: 23 days personal annual leave, plus bank holidays, with additional discretionary leave days at the convenience of the organisation.

Employer: Elect Her CIC

Hiring Manager: Hannah Stevens, Managing Director

Place of work: Remote working with some travel required for in person meetings and events in Scotland when appropriate.

Role Overview

The purpose of this role is to support the implementation of Elect Her's strategy in Scotland, to demystify Scotland's democracy and support women to find their role within it. This person will work closely with the Programme team which currently comprises of a Programme Coordinator and the Director to co-create the programme of work and collaborate with the Communications Team to ensure it is promoted to the women of Scotland.

The key elements of the role are:

- Coordinate a bi-annual programme of workshops, webinars, events, and training programmes for women.
- Coordinate the development of Elect Her's learning hub; a suite of fully accessible, women centred political literacy resources.
- Coordinate logistics for in-person events.

Role Responsibilities

Coordinate the biannual programme of activity for women in Scotland

- Utilise project management tools to create project plans for each series of activities
- Collaborate with the communications team to ensure all activity is promoted and embedded in the organisation's comms plan.

- Create and oversee registration process and participant engagement for each activity.
- Write copy to promote activities through our website.
- Manage participants and communicate regularly with the community of women engaging in our work.
- Communicate with guest speakers we invite to participate and share their experiences across our programmes, communications, and resources.
- Coordinate with our team of facilitators to ensure their availability and engagement.
- Coordinate evaluation activity, capturing the experiences of women participating in our workshops and trainings.

Support the development of the learning hub

- Coordinate the creation of political literacy resources
- Upload updated training content to our online learning platform
- Work with partners to develop training content and resources available in BSL.

Coordinate event logistics

- Work with the Programme team to design and curate events (live and digital)
- Host or produce online events and meetings.
- Develop and maintain partnerships with key organisations working in intersectional feminism and political literacy across Scotland.
- Collaborate with partners where appropriate in scheduling and activity coordination.
- Follow inclusion and access guidelines to ensure all activity is fully accessible to all women wishing to access it.

PERSON SPECIFICATION

The ideal candidate will be resourceful and organised with great attention to detail. You will be flexible and enjoy variety, with strong people skills to build great relationships with the organisation's community and many stakeholders. You will be process orientated with a proven track record in project management. The role has considerable development potential and could suit someone developing a career in project or organisation management and build a broad skillset.

You will love what you do, have a passion for feminism and community and love the collaborative nature of a creative working environment. You're a team player but have an entrepreneurial spirit running through your veins which means you transform an idea or a brief into something new and innovative. You will be proactive, efficient, and organised individual with excellent coordination and administration skills
You will be based in Scotland, happy to work remotely and travel to in-person meetings when required.

Essential experience and skills

- Ability to utilise a wide range of management skills and techniques to ensure the effective use of resources and so enable successful project delivery.
- Ability to plan and organise and to ensure that deadlines and agreed targets are met.
- The ability to use your initiative and make decisions under pressure.
- Excellent oral, written and presentational communication skills
- Excellent interpersonal skills in group and one-to-one situation
- Experience of working successfully on multiple projects at the same time
- Demonstratable understanding of Scotland's political environment including structures, roles, and processes
- A strong commitment to intersectional work
- A commitment to listening to the experience of others and embedding what you learn into your work.
- A demonstratable passion for gender equality.
- Good hands-on abilities in Microsoft Office and other specialist project management applications.

Desirable experience and skills

- Experience in meeting, workshop, or training facilitation.
- Experience of sound financial management in line with agreed budgets and timescales.

OUR VISION AND VALUES

At Elect Her we believe that the world will be a better place when more women are in power. Equal representation of those creating the laws is essential. We will continue with our work until at least 51% of elected representatives across all spheres of office in Britain are women.

There is a lack of equal representation in Government and we're intent on changing this.

Our values:

We are **accessible, collaborative, motivating** and **unapologetic**.

We are committed to intersectionality and diversity of age, race, sexual orientation, geographical location, and political identity. **No woman is left behind.**

We are **unfailingly positive and future focused**. We will do this!

We are **flexible and agile**. We adapt ourselves to women's busy lives

We are a **learning organisation**. We always strive to listen and grow.

We are **non-partisan**. We need more women leadership in all parties.

APPLICATION PROCESS

Application Questions

Please see Elect Her's vision and values in our application pack. Do our values align with yours? (Yes / No)

Do you have the right to work in the UK? (Yes / No)

Name:

Email address:

Phone number:

What role are you applying for?

Are you based in Scotland?

You and Elect Her. Why are we such a great fit?

What is your understanding of Elect Her's values and how could that shape the design and implementation of our programme?

For equal opportunity monitoring (optional):

How would you describe your gender?

How would you describe your race?

Do you consider yourself to have a disability? (a physical or mental health condition or illness lasting or expected to last more than 12 months)

How To Apply

You are welcome to request an initial 15-minute conversation with someone from the Elect Her team to ask any questions you have about Elect Her and the role before the application deadline and interviews.

Please download [this application form](#) and answer the questions detailed above. Send with your CV (ensuring it has contact details for 2 references) and samples of your work to JoinTheTeam@elect-her.org.uk before 8.59am on Monday 6th December.

Deadline for applications: 8.59am, 6th December 2021

First interviews will take place on 13th December, and we hope all candidates will be notified of the outcome by 16th December. We may choose to reinterview in the new year. The position remains open until filled.