

## **The Women's Centre, Glasgow**

### **Role Description**

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| <b>Position</b>       | Manager  |
| <b>Based at</b>       | The Women's Centre, 17-33 Shawpark Street, Glasgow G20 9DA                 |
| <b>Accountable to</b> | The Board of Directors   |
| <b>Salary</b>         | £35,000 - £38,000 (depending on experience) per annum<br>35 hours per week |

### **Advert**

#### **Purpose:**

**To implement and evaluate the work of the centre on behalf of the Board, fulfilling our mission of empowering women and ensuring the sustainability of the Centre for the future.**

#### **Responsible for:**

- Managing the Centre's operations and resources.
- Delivery of The Women's Centre programme including planning, managing all centre staff and managing budgets.
- Reporting to the Board of Trustees.
- Contributing to the strategic work of the Board of Trustees.
- Monitoring and evaluating the work of the centre.
- Engaging women in the activities and opportunities offered within the Centre.
- Identifying and creating new opportunities to deliver the mission of the centre.
- Identifying funding opportunities, writing funding applications, reporting to funders.
- Developing new partnerships to maximise benefits to the centre.
- Being an enthusiastic and positive spokesperson for The Women's Centre, promoting the transformational nature of our work with women locally and nationally.

#### **Person Specification**

1. Educated to degree level in a relevant subject or able to demonstrate equivalent experience and knowledge.
2. Have experience of managing a team in a supportive and productive way.

3. Have experience of working with women's organisations and a thorough knowledge of current issues affecting women.
4. Have a successful track record of delivering programmes effectively and within budget.
5. Have knowledge of cash flow management and budgeting.
6. Can demonstrate an ability to plan and operate at a strategic level.
7. Have knowledge of business functions which support the centre: Marketing and PR; HR, Admin.
8. Committed to empowering women and challenging inequality.
9. Keen networker, able to represent the Centre and build positive working relationships.
10. Committed to the values of the Centre, leading with empathy, kindness, imagination and rigour to empower women.