

March 2025

Dear Applicant,

Thank you for your interest in applying for the post of **Employability Project Officer** with Amina MWRC.

Due to the nature of the duties of this post, it is reserved for women only under Schedule 9, Part 1 of the Equality Act 2010.

Enclosed in this pack you will find the following information:

* Main functions of the post and person specification
* Background information on Amina MWRC
* Guidelines for completing the application form
* Application form
* Equal Opportunities Monitoring Form

Conditions of service for this post include the following:

* 28 hours per week, with flexible working within business hours.
* Fixed term until March 2026 (likely to be extended, subject to further funding)
* Annual leave of 37.5 days per annum - pro rata (inclusive of public holidays)
* Working hours may include evening and weekend work on occasion, if required for which time off in lieu will be awarded in agreement with line manager.
* The main location for the post will be the Amina Glasgow office.

Amina MWRC is an equal opportunities employer and is strongly committed to increasing employment opportunities for Black & minority ethnic (BME) women and women with disabilities. If you need any special arrangements to be in place, should you be called for interview, please let us know when you apply so that we can organise this.

The application form should be submitted via the website form. It can also be downloaded, completed electronically and **emailed** to recruitment@mwrc.org.uk, with the subject heading of your email noted as the job title. If you would like to upload a video file as part of your application, please do so via the website form or get in touch with us on recruitment@mwrc.org.uk for the upload link.

**The closing date for applications for this post is 12 noon, Monday 24th March 2025.**

Interviews will most likely be held on Wednesday 2nd April.

Yours sincerely

Amina Recruitment Team

Amina MWRC, McCormick Business Centre, 50 Darnley Street, Glasgow, G41 2SE Tel: 0141 212 8420

info@mwrc.org.uk www.mwrc.org.uk

Registered in Scotland No: SC432921 Scottish Charity No: SC027690

**Job Description: Employability Project Officer**

Hours of work: 28 hours per week

Salary: £28,000 per annum pro rata (35 hours FTE)

Location: Glasgow Amina MWRC office

Holidays: 37.5 days per annum - pro rata (inclusive of public holidays)

Pension: Defined contribution pension scheme based on employer

 contributions of 5% plus additional employee contributions

Contract: Initially until 31 March 2026 (likely to be extended subject to further funding)

**Background**

Amina Muslim Women's Resource Centre (Amina MWRC) is an intersectional organisation, by and for women, dedicated to empowering Muslim and Black and Minority Ethnic (BME) women in Scotland by giving them opportunities to have their voices heard and to improve their skills and become more confident in participating in their own communities and at a wider level.

Founded in 2001 on the principles of community development, our work is underpinned by community empowerment, participation and partnership working. Amina MWRC envisions an inclusive world where Muslim and BME women fulfil their aspirations, striving for inclusivity and societal fairness.

**Job Role**

The role aims to increase the employability prospects of Muslim, Black & Minority Ethnic (BME) women. The Employability Project Officer will engage with, empower, and support Muslim and BME women of all backgrounds, skills, and abilities via provision of our holistic, tailored employability support service.

Muslim and BME women face additional barriers to work and so a flexible and creative approach will be required. As well as individual action planning, the Officer will support individuals with job search, CV building, job applications and interview techniques.

Effectively managing a client caseload of individuals at different stages of work readiness, the Officer will respond to the needs and aspirations of local women both on a one to one, personalised basis and through the facilitation of small groups.

The Officer will play a pivotal role in undertaking outreach activities with local employers and organisations, marketing learning opportunities and in the coordination, design and delivery of employability initiatives, workshops, and events.

The Officer will also work with colleagues across the Glasgow Ethnic Minority Service (GEMS) consortium. Funded by Glasgow City Council, GEMS is led by Bridges Programmes and includes 5 other community-based organisations; Glasgow Clyde College, Cranhill Community Trust, Govanhill Community Development Trust and us.

The Officer will be responsible for maintaining accurate, timely client records and for mapping personal development journeys. Tackling barriers to progression the Officer will make paid employment, voluntary work, training and further learning opportunities more acceptable, accessible and sustainable for our clients.

Occasional out of hours working may be required – including evening and weekend work.

**Key Tasks and Activities**

* To contribute to the design and development of project workplans devised in conjunction with the organisation’s vision, values and wider project aims.
* To identify and engage with Muslim and BME women who may benefit from faith and culturally sensitive employability support.
* To complete all client registration paperwork and maintain accurate, detailed client records on relevant databases.
* To closely record all engagements, take responsibility for tracking client job and training progressions and report regularly on progress.
* To undertake assessment of individual client needs and design tailored action plans to develop their employability skills, job search and knowledge of wider application processes (e.g. CV creation, application form completion, interview techniques).
* To support individuals to sustain their employment when in work.
* To deliver holistic, client focused, culturally sensitive one to one support sessions, helping women to recognise and develop their abilities, potential and skills, signposting to specialist referral agencies where appropriate.
* To design, organise, market, facilitate, deliver and evaluate group activities and employability training programmes/sessions in line with project outcomes and course requirements.
* To liaise with partner agencies to schedule, market, support and evaluate the delivery of additional classes or learning opportunities.
* To respond to client needs and ambitions via the sourcing of and supporting of specialist facilitators/ local employers to deliver topical, informative workshops.
* To identify, develop and make use of monitoring and evaluation frameworks to measure the effectiveness of the service.
* To establish, maintain, strengthen and develop reciprocal relationships with local service providers, support agencies, employers and formal networks.
* To attend seminars/conferences and events on behalf of the project and organisation, representing the needs, barriers and issues of the client group.
* To proactively market, publicise and promote the project and range of support services available via referral agencies.
* To contribute to the design, organisation, delivery and evaluation of awareness raising sessions to external bodies, organisations, agencies and businesses of the employability need of Muslim and BME women.
* To research specific careers, current labour market conditions, courses, learning opportunities, and information on behalf of individual clients.
* To contribute to Amina’s performance indicators and to attend and participate in organisational strategy days and team meetings.
* To submit regular, detailed reports to the line manager, measuring against project outcomes, outputs and indicators.
* Be aware of client and organisational confidentiality and adhere to practice outlined in the Data Protection Act.
* To undertake any other duties appropriate to the post and the needs of the organisation, or as directed by management.

All of the following requirements will be assessed from a combination of information provided from the application form, the interview process and references:

|  |  |  |
| --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** |
| Excellent verbal, written, communication and presentation skills, including Microsoft Word, Excel and PowerPoint experience. |  |  |
| Knowledge of how to support clients with CV building, job search, job applications, interview skills training, coaching and developing an understanding of the jobs market |  |  |
| Able to understand and speak a community language (e.g. Urdu, Punjabi or Arabic) |  |  |
| Excellent organisational skills with the ability to prioritise competing workloads to meet deadlines. |  |  |
| Ability to develop good working relationships with potential partners |  |  |
| Ability to deal with information in a confidential manner and respond with sensitivity to the needs and opinions of others. |  |  |
| Knowledge of the barriers faced by Muslim and BME women when seeking employment and/or opportunities to progress and how this relates to the Scottish Government’s Employability Strategy and the local Glasgow labour market.  |  |  |
| **Experience** |  |  |
| Experience of working in, or with the voluntary sector. |  |  |
| Experience of engaging with marginalised communities, particularly with Muslim and BME women. |  |  |
| Experience in the delivery of group work/training including organising events and liaising with partner agencies/organisations to collaboratively respond to client needs. |  |  |
| Experience in the delivery of client focused advice, guidance, employability support and personal development planning. |  |  |
| Ability to develop and manage a support caseload of Muslim & BME women to improve their employability and learning opportunities. |  |  |
| Experience of managing people and/or projects. |  |  |
| Experience of developing employability, skills building related learning resources. |  |  |
| Experienced in use of monitoring and evaluation tools and techniques and the ability to produce written and oral reports for funders, partners and management |  |  |

# **Additional information:** An exciting opportunity to be a part of a dynamic organisation and play your part in making Scotland a more tolerant and welcoming country.

Amina MWRC is an Equal Opportunities employer and welcomes applications from women from all diversity strands. All women, with the relevant skills and experience and the right to work in the UK, are encouraged to apply.

This Post is exempt for women only under Schedule 9, Part 1 of Equality Act 2010

**Amina MWRC Background Information**

**About Us**

Amina is an award-winning organisation, recognised by Muslim communities and key partners within Scotland for its pioneering and responsive approach to addressing key issues and needs of Muslim and BME women.

Having invested in this specialist area where there was previously a gap in services in Scotland, Amina is recognised as the national hub for gaining access to, and consulting with Muslim and BME women across Scotland. The organisation has been instrumental in initiating and tailoring services to meet the needs of Muslim and BME women to ensure that they are able to fully participate in society without fear of discrimination or inequality.

Founded on the principles of community development, our work is underpinned by community empowerment, participation and partnership working. Vital to creating a fairer Scotland for all, is our engagement work with Muslim and BME women to ensure their voices are able and empowered to contribute to national policies and that mainstream agencies, government bodies and policy makers have an informed understanding of barriers preventing Muslim and BME women from accessing services and participating in society.

**The Organisation**

Amina - the Muslim Women’s Resource Centre opened to the public in April 2002. It held its official opening on November 1st 2002.

Staffing currently consists of CEO; Helpline Programme Manager, Helpline & Casework Officers & Administrators; Violence against Women & Girls Coordinator & Officer; Employability & Financial Advocacy Programmes Manager; Employability Project Officer; Financial Advocacy Caseworker; Training and Engagement Officer; Dundee Creative Wellbeing Project Coordinator; Fundraising Coordinator; Communications Officer; Executive Assistant; Glasgow & Dundee Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, Volant Trust, Glasgow City Council, Henry Smith, partnership agreements, as well as fundraising and individual donations.

Amina - the Muslim Women’s Resource Centre is managed by an elected voluntary Board of Directors. It is registered as a charity with OSCR – Charity no. SC027690 and Company limited by Guarantee registered in Scotland no: SC432921.

**JOB APPLICATION FORM**

**GUIDELINES**

Please read these notes carefully before completing your application.

Applicants demonstrating that they possess the knowledge, experience, skills and qualities required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet.

In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement. Please refer to any aspect of your work experience, whether paid or unpaid. You may also wish to refer to work outside employment such as studying, training, social activities, community or voluntary work. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough.

Please do not submit a CV as it will not be considered or used for shortlisting.

All information provided by applicants will be treated as confidential. Additional information may be attached on extra sheets, if necessary, but this should not be in the form of a CV.

If you have any questions about the application form, please call the Glasgow office on 0141 212 8420.

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| POSITION APPLIED FOR*:* **Employability Project Officer** |

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| --- |
| Please state where advertisement was seen:  |

1. **PERSONAL INFORMATION**

|  |
| --- |
| Forename: Surname:Address:Postcode: Telephone number:Email address: |

1. **REFERENCES**

|  |
| --- |
| Names and addresses of two people, at least one of whom should be your current or most recent employer, who may be contacted for a reference. |
| Name:Position:Company:Address:Telephone number:Email:  | Name:Position:Company:Address:Telephone number:Email:  |
| May contact be made prior to any interview? YES / NO | May contact be made prior to any interview? YES / NO |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Is there any support which we can give you or any arrangements which we can make for you if you are called for interview? Please give details below:  | Yes / No  |

|  |  |
| --- | --- |
|  How soon after an offer of a job would you be able to start? |  |

|  |  |
| --- | --- |
| **DRIVING LICENCE**Do you possess a full current driving license? Do you have access to a car for work purposes? Are you insured for business purposes? (please delete as appropriate) | **YES/NO****YES/NO****YES/NO** |

# EMPLOYMENT

|  |  |
| --- | --- |
| Name and address of current or last employer | Job Title |
| Length of time in post |
| Notice required or date left |
| Salary |
| Additional benefits / allowances |
| Brief description of duties and responsibilities etc. |
| Reasons for seeking other employment |

**3.1 Previous Employment (this box expands)**

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Job title and brief details of duties, etc. | Length of time with employer *(most recent first)* |
| From | To |
|  |  |  |  |

# EDUCATION AND TRAINING (these boxes expand)

Examinations / Qualifications

|  |  |
| --- | --- |
| Subjects | Qualification gained and Grades |

## Other Qualifications and Training

|  |
| --- |
| Give brief details relevant to your application of any other training or education (in-service, workshops, etc) attended |

Amina MWRC wishes to compare your experience, skills and knowledge with the requirements of the post. You should therefore demonstrate and evidence how you satisfy each requirement in accordance with the person specification and job description, which is attached. The examples/evidence do not have to be from paid work but can be from other experience.

1. **REQUIREMENTS**

**Referring to the job description and person specification for the post, please tell us in either a written response (in the text box below, in no more than 1,000 words) or upload a video file (maximum length 10 minutes) telling us:**

* **Why you would like to be an Employability Project Officer for Amina MWRC**
* **The skills, abilities and experience that you have that make you a suitable candidate for this role**

**Please get in touch with us at** **recruitment@mwrc.org.uk** **for an upload link if you would like to send a video file.**

(this box expands)

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**RELATIONSHIP TO STAFF/BOARD MEMBERS**

If you are related to a Board or staff member of Amina MWRC or anyone who has been a Board or staff member in the last 12 months, please provide details:

**CANVASSING**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment, you will be liable to dismissal.

**CONFIRMATION OF QUALIFICATIONS**

If selected for an interview, you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**REHABILITIATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

**RIGHT TO WORK IN THE UK:**

Prior to appointment, you will be required to show a document confirming your right to work in the UK. This may be

1. Original of your current passport **or**
2. Birth certificate/marriage certificate **and** a document detailing your national insurance number: this could be a letter from Her Majesty’s Revenue & Customs, the Benefits Agency, a P45, a P60 or National Insurance Card.

**DECLARATION**

I certify that to best of my knowledge the information I have provided in this application is correct.

Signature: ………………………………………………… Date: ………………................

Please email completed application to: recruitment@mwrc.org.uk

**EQUAL OPPORTUNITIES MONITORING FORM**

Amina MWRC is committed to equal opportunities in employment, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, sex, sexual orientation, race, religion or belief.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices. We will separate this part of the form from the application form. It will not form part of the selection process.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 2018, and will not affect your application.

(double click on a check box to check)

**Sex:** [ ]  Female [ ]  Male [ ]  Prefer not to say

**Have you ever identified as Transgender:** [ ]  Yes [ ]  No [ ]  Prefer not to say

If you would like us to consider making a reasonable adjustment which will help you at interview, please let us know as soon as possible.

**Ethnic Origin: Please tick the appropriate box to indicate your cultural background.**

 **White Asian or Asian British Black or Black British**

[ ]  Scottish [ ]  Indian [ ]  Caribbean

[ ]  British [ ]  Pakistani [ ]  African

[ ]  Other white background [ ]  Bangladeshi [ ]  Other black background

[ ]  Mixed background [ ]  Other Asian [ ]  Prefer not to say

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I have no religious beliefs [ ]  Prefer not to say

**Sexual Orientation:**

[ ]  Bi-sexual [ ]  Gay/Lesbian [ ]  Heterosexual [ ]  Transsexual [ ]  Prefer not to say

**Age: Please indicate your age group**

[ ]  16 – 24 [ ]  25 – 34 [ ]  35 - 44 [ ]  45 - 54 [ ]  55 – 64 [ ]  65+