



Dundee International Women's Centre

Administrator

Dear Applicant

Thank you for your interest in applying for a post with Dundee International Women's Centre (DIWC).

Please find enclosed the following documents:

- Background and History of DIWC
- Advice on completing the Application Form
- Job Description and Person Specification

Please do not send a curriculum vitae as this will not be considered.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from application documents relating to the successful candidate.

Your completed application should be submitted via email by sending it to mail@diwc.co.uk.

Closing date for applications is **Monday 21st July 2025 at 9am** Please note that applications submitted after this date and time will not be accepted.

Interviews will be conducted week off **4th August 2025** at the centre.

We look forward to receiving your completed application form.

Enquiries about this position are welcome by emailing mail@diwc.co.uk

Yours sincerely



Kristina Piggott
Manager Strategy and Operations

Dundee International Women's Centre

Unit 9B, Manhattan Business Park,
Dundonald Street, Dundee
DD3 7PY

Background of Dundee International Women's Centre (DIWC)

DIWC has been in existence for over 56 years and aims to promote and create opportunities for women's social, political, and economic inclusion and for the advancement of education. The Centre has developed an expertise in working with women, particularly those from black and ethnic minority communities, living in Dundee and surrounding areas and runs a programme of social, recreational, and educational activities.

DIWC reviews its aims and objectives on an annual basis, setting out clearly the work of the Centre for the forthcoming year. In order to ensure the effective implementation of these objectives each staff member is expected to contribute to the planning process and to prepare and work to an individual work plan in relation to their key areas of work.

Our values are: **Trust, Respect, Support, Equality, Approachability**

Post Title:	Administrator
Responsible to:	Manager for Strategy and Operations
Salary:	£26,592
Hours of Work:	35 hours per week (Monday – Friday, 9am – 4.30pm, fixed term for 12 months from start date) Possible extension if further funding is secured.
Location:	Dundee International Women's Centre. Due to the nature of the centre's work, full-time remote or hybrid work is not possible for this role
Main purpose:	To support DIWC staff and the leadership team with day-to-day administration duties.
Closing Date:	Monday 21st July 2025 at 9am applications received after this date will not be considered.
Holidays:	38 days annually for full-time employees, comprising 31 days of annual leave and 7 bank holidays (pro rata for part-time employees).
Pension:	Employer contribution at 3%

This post is exempt under Schedule 9 of the Equalities Act 2010 and is open to women only.

ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of DIWC's commitment to equal opportunities, candidates for each post are treated equally and fairly. Application forms are the only basis on which the first selection is made to decide who will proceed to the next stage of recruitment. Therefore, only information which appears on the form (and any continuation pages) can be considered. It is **very** important that your completed form contains both the information we need about your skills and experience and the information you want to give us to showcase your skills and experience.

The following advice notes are intended to help you to complete your form effectively.

- 1 Please read all the information provided, especially the job description, job tasks and person specification. These outline the key duties you would be expected to carry out in this post, and lists the skills, knowledge, and abilities that the short listing/interview panel will be looking for.
- 2 The 'Why are you suitable for this position?' section is your chance to explain why you are suitable for the job. **It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples.** Relevant experience may be from your current or previous jobs or volunteering and life experiences highlights transferable skills.
- 3 **Please do not send your CV** in addition to or in place of a completed application form, as it will not be considered by the short-listing panel.
- 4 All applicants must complete all parts of the application form.
- 5 Application forms must arrive on time; forms arriving after the closing date and time will not be considered.
- 6 If you do not wish one or all references to be contacted before interview please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

Please email any questions relating to the application form to mail@diwc.co.uk

JOB PURPOSE

To provide high-quality, efficient administrative support across all areas of Dundee International Women's Centre (DIWC), ensuring smooth day-to-day operations. The Administrator will work closely with the management team and wider staff to manage communications, maintain records and systems, support financial and HR processes, and contribute to the delivery of DIWC's services. This role is key to keeping the centre organised, responsive, and running effectively in a busy and varied environment.

MAIN DUTIES

1. Marketing and Publicity

- Preparing publicity or promotional materials for classes, events, and activities
- Write and distribute the DIWC Newsletter
- Maintain the DIWC Social Media channels and Website
- Maintain a mailing list, communications record, and calendar of events for staff
- Maintain and enforce the DIWC Style Guide
- Create a robust social media plan
- Support the Leadership Team by creating presentations, promotional materials, and reports using Canva, including the Annual Report.

2. HR Support

- Support the management team with staff recruitment processes, including setting up IT equipment (laptops, phones, email accounts, etc.) for new starters
- Maintain accurate records and administration of the PVG system
- Keep staff files up to date and set reminders for key checks (e.g. annual driving licence checks, car insurance, MOT)
- Assist in maintaining the DIWC HR system, ensuring records are kept securely and confidentially
- Provide administrative support for HR functions across the centre, including the Rise and Shine crèche

3. General Administrative Duties

- Taking and distributing minutes during various meetings e.g. Board meetings which are first Monday of each month in the evening, team meetings, weekly huddle meetings and any other meetings required.
- Managing additional mailboxes during periods of staff absence or during busy periods including the centre's generic email inbox
- Maintaining the database and providing staff support with any IT queries or issues
- Organising travel, training, and any other administrative support
- Managing and tracking Policies and Procedures for the centre
- Ordering supplies/stationery within budgets

4. Finance Administration

- Working with the centre Receptionist to ensure petty cash, weekly income, and other financial tasks are completed and double counted
- Tracking spending, budgets, and income as required
- Any other financial support required by the finance worker or leadership team

5. General and Other Relevant Duties

- Line management of reception staff and providing cover and support at the reception desk when required.

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 post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

DUNDEE INTERNATIONAL WOMEN'S CENTRE

PERSON SPECIFICATION – Administrator

All aspects are evaluated through the application form and interview.

	Essential	Desirable
Professional Education and Qualifications	Higher Grade qualifications or equivalent	Higher Grade Maths and English qualifications or equivalent
	Qualification or equivalent experience in Administration and Information Technology	Customer Service Qualification or relevant experience
		Management/Leadership Qualification
Relevant Work Experience	Clear understanding of administrative duties	Knowledge of the voluntary sector and experience working in a charity, education, or community setting.
	Qualification or work-based experience using Microsoft Office 365, including SharePoint, Word, and Excel.	Human Resource Administration Experience
	Experience of entering and extracting data using a database	
	Experience using databases or CRM systems.	
Skills and Knowledge	Strong written and oral communication skills	Knowledge of safeguarding and health and safety administration
	Excellent attention to detail	First aid and/or fire warden training
	Excellent communication and interpersonal skills	

	Knowledge of Canva or a similar design tool	
	Proven experience managing financial tasks such as invoicing, petty cash, and budget tracking in a busy administrative setting	
	Experience in diary management and scheduling meetings	
	Experience in minute taking	
	Understanding of GDPR and confidentiality requirements.	
	Proactive in improving systems and suggesting more efficient ways of working	
	Able to work independently, using initiative to solve problems as they arise.	
	Proven experience in planning and delivering social media content, with working knowledge of WordPress for website updates	
Personal Qualities	Excellent team worker	
	Ability to stay calm under pressure	
	Motivated and able to demonstrate initiative	
	Strong organisational skills	

	Ability to prioritise and manage own workload	
	Fluency in written and spoken English	
	Ability to learn and adapt to new digital tools quickly.	
	Commitment to embedding DIWC's values of trust, respect, support, equality, and approachability in all aspects of work.	
Additional Job Requirements	Must be a member of the PVG Scheme or willing to join, with a satisfactory scheme record and/or an updated scheme record.	
	Ability to work from the centre, with flexibility to work evenings and weekends as needed to support the needs of DIWC.	



EMPLOYMENT APPLICATION FORM

This post is women-only being exempt under Schedule 9 of the Equalities Act 2010

The following information will be treated in the strictest confidence.

If filling in this form by hand, please use BLACK INK and BLOCK CAPITALS as we may need to make photocopies.

Please ensure all part of this forma re completed.

TO BE COMPLETED BY OFFICE STAFF			
POSITION REF:		APPLICANT RE	

TO BE COMPLETED BY APPLICANT			
POSITION APPLIED FOR:		DATE OF APPLICATION:	

PERSONAL INFORMATION										
Title	Mrs		Miss		Ms		Dr		Other	
Surname										
Forename(s)										
Date of Birth										
Address										
Nationality										
NI Number										
Do you require a permit to work in the UK?							Yes / No (please circle)			

CONTACT INFORMATION

Home Telephone		Work Telephone	
E-Mail Address		Mobile Number	

EMPLOYMENT INFORMATION (This includes paid and voluntary work)**Current/most recent employment**

Name, Address and Business of Employer	Dates From	To	Job title and nature of work	Reason for leaving
Basic annual salary Please give details of any allowances / bonuses				
What Is your notice period?				

Previous employment. Please list in order, starting with the most recent.				
Name, Address and Business of Employer	Dates From	To	Job title and nature of work	Reason for leaving

EDUCATION			
Dates	Name and Address of College, University or Other Institution	Qualification	Grade

RELEVANT PROFESSIONAL QUALIFICATIONS AND TRAINING

Please give full details of your membership of any professional body, including the name of the awarding institute, class of your membership (Associate, Fellow etc.) and/or training you have completed.

WHERE DID YOU HEAR ABOUT THIS POSITION?

Newspaper ☐ DIWC Website/Facebook ☐ Friend: Other:

WHY ARE YOU SUITABLE FOR THIS POSITION? PLEASE USE THIS SPACE TO TELL US HOW YOUR SKILLS AND EXPERIENCE MATCH EACH CRITERIA ON THE PERSONAL DESCRIPTION.

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DISABILITY	
Are you registered as disabled as defined by the Equality Act 2010?	Yes / No (please circle)

REHABILITATION OF OFFENDERS ACT 1974	
This role is subject to the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from being considered for this role, however, under the Act we must have details of any cautions, bindovers, pending prosecutions and spent or unspent convictions.	
Do you have any criminal convictions?	Yes / No (please circle) If yes, please provide details:

REFERENCES

Please give details of two referees, whom we can approach, should you be short listed.

Referee 1 Name and Title		Referee 2 Name and Title	
Contact Details		Contact Details	
In what context does the referee know you?		In what context does the referee know you?	
May we take up references before interview?	Yes / No (please circle)	May we take up references before interview?	Yes / No (please circle)

DECLARATION

Are you related to any employee or board member of Dundee International Women's Centre?

Yes / No (please circle)

If yes, please provide details:

Are you or have you been a member of any Dundee International Women's Centre Board of Directors?

Yes / No (please circle)

If yes, please provide details:

I declare that, to the best of my knowledge, the information provided on this form is true and complete. I understand that any wilful mis-statement may render an offer or contract of employment invalid and may lead to the termination of employment.

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection of this position and may be disclosed to relevant parties. It will form the basis of the confidential personnel record.

Signed..... Date.....

Thank you for your interest in Dundee International Women's Centre and for taking the time to apply for this position.

Please email your completed application to: mail@diwc.co.uk

We will be in touch to confirm receipt of your application and inform you of the next steps.