



RECRUITMENT PACK

PROJECT MANAGER



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**KAIROS
WOMEN+**



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KAIROS
WOMEN+



ABOUT KAIROS WOMEN+

Kairos Women+ was established in 2021 as a Scottish Charitable Incorporated Organisation (SCIO) for the benefit of women+ (including trans women and non-binary people) in Scotland.

VALUES

Collaborative, Inclusive, Supportive and Kind

MISSION

Women+ supporting women+ to reach their potential

VISION

A Scotland where all women+ are supported to reach their potential

CHARITABLE AIMS

1. Promoting equality and diversity for the public benefit
2. The advancement of women and non-binary people's citizenship or community development
3. The relief of women and non-binary people in need by reason of age, ill-health, disability, financial hardship or other disadvantage

WHAT DO WE DO

We offer **facilitated groups** such as personal development programmes, creative skills workshops, training and development opportunities, a supported volunteer programme, peer support groups, project planning groups as well as social spaces. This is complimented by our *Making Change* opportunities including **influencing** the representation of women+ in history via Fierce Women+ or **campaigning** for change with the Equalities Collective. We also offer emotional and practical **one-to-one support** to women+ experiencing tough times. Take a look at our What's On page on our website for a full programme of activity.

OUR APPROACH

Kairos Women+ is a **community-led organisation** designed for women+ (including trans women and non-binary people). We believe in the power of **collaborative decision-making**, bringing women+ together to **influence our community**.

We value the **strengths** and **lived experience** of each woman+ we meet, recognising the influence they have in their own lives and the lives of others, and we actively reach out to women+ experiencing tough times to ensure they are included and involved. We also host events designed for the whole community.

"Kairos has made me part of a meaningful group.... 'movement' is too strong but I'd like to think it might be. A wonderful and challenging assembly full of the talent which is here in our wide community. A life affirming experience."



WHAT DOES THE ROLE INVOLVE?

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Job Details

Job Title: Project Manager

Salary: £34,015 per annum

Hours: 32-hours per week (full time for our 4 Day Week)

Contract type: Permanent

Responsible to: Senior Coordinator

Responsible for: Support/Project Worker/s, students & volunteers

Area covered by the post: Renfrewshire

Based at: Kairos Women+, Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA11TJ

Special conditions: Occasional evening and weekend work

Other information: an offer of employment will be conditional on completion of satisfactory references and a Protecting Vulnerable Groups (PVG) check. Please note that having a criminal record will not automatically exclude you from working with the organisation.



Job Description



We are looking to recruit an **experienced, compassionate** and **dynamic** professional into our senior leadership team to support the next exciting chapter of Kairos Women+.

Projects & People

The post-holder will be responsible for managing a new **multi-year project focussed on health and disability**, supporting two delivery staff, monitoring budgets, and evaluating the impact of project. They will also support the smooth running of our **Language Cafe (English as a second language classes)**. Key to this work will be maintaining strong partnerships with our funders and making sure the projects are working for women+.

Strategic Development

This role will involve implementing our **Fundraising and Digital Strategy** alongside our Senior Coordinator. This includes supporting the development of our **individual giving, corporate giving, large fundraising events** and **applying for two small grants per year**. Additionally, the role will involve the development and implementation of our **Environmental Strategy**.

Partnerships and communications

Last, the post-holder will lead on our **quarterly programming**, coordinating our activity with the wider team. They will also attend **network meetings** to promote Kairos Women+.

Key Responsibilities



DELIVERY & DEVELOPMENT

- To have day to day responsibility for the **development and delivery** of specific project areas in line with the philosophy and strategic plan of Kairos Women+.
- To work on **project delivery** as and when required and/or appropriate.

POLICY & STRATEGY

- To **report all aspects of activity, organisational risks, and planning** to the wider senior team as appropriate and when required.
- To implement our **Fundraising and Digital Strategy** in partnership with the Senior Coordinator, including supporting the development of our **individual giving, corporate giving, large fundraising events** and applying for two small grants per year.
- To develop and implement our **Environmental Strategy** with support from the senior team.
- To ensure appropriate **systems, procedures, risk assessments and record keeping** are in place across your specific project areas.
- To promote **equality, diversity and inclusion** across all aspects of Kairos Women+, including to support and promote our work around **anti-racism**.

REPORTING, BUDGETING AND EVALUATION

- To **develop and monitor budgets** to facilitate project delivery in your specific project areas.
- To co-ordinate and ensure the **monitoring and evaluation** of projects and report to the Senior Coordinator and/or directly to funders.
- To **promote the involvement, voice and feedback of the women+** within all evaluation.

Key Responsibilities



PARTNERSHIPS & COMMUNICATIONS

- To take responsibility for **publicity and media communication** of our quarterly programme, in partnership with the staff team.
- To promote Kairos Women+ as a **valuable resource** for women+ in Renfrewshire.
- To work with a broad range of **voluntary and statutory agencies** and key partners in promoting and developing your specific project areas.
- To engage with **national and regional organisations** and partnerships in relation to your specific project areas.

OTHER RESPONSIBILITIES

- To have day to day responsibility for the **management of key staff** delivering across your specific project areas.
- To provide **support to volunteers**.
- To become a **Safeguarding Lead** for the organisation.
- To ensure **effective communications** between staff, volunteers and other service providers within the space.
- To work with the senior team to develop **staff training, meetings and development opportunities**.
- To **attend reflection, staff meetings and training** and development events as and when appropriate, in liaison with the senior team.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

WHAT ARE WE LOOKING FOR?

KAIROS
WOMEN



Person Specification

ESSENTIAL

Qualifications and experience of:

- Qualifications or skills and experience at SCQF Level 10. You do not need to have a degree to apply for this role
- Experience of managing projects and people
- Experience of fundraising for organisations
- Professional experience supporting women with complex needs (e.g. mental ill health, domestic abuse, sexual abuse, drugs and alcohol dependency)

Skills, Knowledge and Abilities:

- Minimum 2 years professional experience in a management or leadership role
- Knowledge and understanding of policy development and implementation within organisations
- Knowledge and understanding of women specific approaches
- Proven supervisory and line management skills
- Good IT skills with the ability to use Microsoft 365
- Ability to implement policies and procedures
- Ability to monitor and evaluate projects
- Ability to respond to child and adult protection issues
- Ability to develop effective working relationships with Trustees, funders, staff, volunteers, partner agencies and women in the community

Attributes and values:

- A commitment to working flexibly and creatively in response to challenges and organisational requirements
- The ability to work within the organisational values of kindness, support, collaboration and inclusion

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Desirable criteria
are on the next page



Person Specification



DESIRABLE

- Experience as a Safeguarding Lead
- Experience of communications or marketing
- Digital design skills (e.g. Canva)
- Knowledge of environmental impact within organisations
- Good local knowledge and understanding of current provision for women+ in Renfrewshire

BENEFITS OF WORKING WITH US

As a member of the Kairos Women+ team, you will be joining a group of passionate, committed women+ who are all striving to make the world a better place. Some additional benefits include:

- **4 Day Work Week** for an improved work life balance. This means the same salary, for less hours. [Find out more](#)
- **Flexible Working** to suit your life. For example, your shifts can be adjusted to work around other commitments (dependent on organisational commitments)
- **NEST Pension Scheme** with 4% employer contribution
- Generous **holiday allowance** at 37 days per calendar year (FTE), inclusive of public holidays
- **Annual Health Plan** for money back on dental, optical and other health treatments after probationary period
- Regular **one-to-one Reflection** with your manager
- Paid **training and development opportunities**
- **Counselling Benefit** of £360 to spend on private counselling each year
- **Living Wage Employer**

**WE ARE PARTICULARLY
INTERESTED IN APPLICATIONS
FROM WOMEN+ OF COLOUR &
WORKING CLASS WOMEN+**

**KAIROS
WOMEN+**



HOW TO APPLY

1. **Read through the application pack** before completing your application.
2. When completing your application, **link your answers directly to the person specification** (this is how we score your application).
3. **Email** your completed application to our Senior Coordinator Katy Wilson-Scott: **katy@kairoswomen.org** by the deadline of **Monday 29th June at 12pm.**
4. If shortlisted, you will be invited to an **interview** in person on **Friday 3rd July**. Travel expenses will be reimbursed and interview questions will be shared ahead of time.
5. The **outcome of the interview** will be shared by **Monday 6th July 2026.**
6. If successful, we will complete **pre-employment checks** (PVG, references) with the provisional start date of Tuesday 1st September 2026.

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**If you have any questions
about the process please get in
touch via email:
katy@kairoswomen.org or call
0141 378 5078**



RECRUITMENT PACK

KAIROS WOMEN+ is a
registered Scottish
Charitable Incorporated
Organisation (SCIO).
SCOTTISH CHARITY NO.
SC050926

Unit 56-60 Embroidery
Mill, Abbey Mill Business
Centre, Paisley, PA1 1TJ

www.kairoswomen.org
info@kairoswomen.org

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