



## **THE WOMEN'S EMPOWERMENT PROJECT**

**empowering African women and girls to be confident, independent and skilled**

<b>Title of Post:</b>	Chief Officer ( Part time )
<b>Hours:</b>	18 hours per week over 3 days. Some evening work may be required and exact days to be agreed with trustees .
<b>Responsible to:</b>	The Chair of Board of Trustees
<b>Rate of Pay:</b>	£10.00ph - £12.00ph depending on experience and on self employed basis.
<b>Probationary period:</b>	1 month
<b>Contract period:</b>	6 months or renewal subject to further funding.
<b>Location:</b>	Vestry Hall, Merton with projects in surrounding boroughs

### **Role description**

- To be a focal point for donors and members of the public
- To support the work of the Board of Trustees and report regularly on progress
- To identify and engage with potential partners and stakeholders and promote the work and aims of the organisation
- To oversee the development of the organisation's website
- To liaise with funders and stakeholders and represent the organisation
- To manage all aspects of the running of the office
- To fundraise and develop strategies for sustaining projects
- To manage a small budget and petty cash system
- Develop a women's network for BME women in the South London region
- To lead a working group exploring the possibility of TWE setting up a trading arm
- To be responsible for organising training and the recruitment of volunteers to carry out the organisation's work
- To assist TWE through a process of rebranding
- Any other tasks in line with pursuing TWE's vision

## **Person Specification**

The person appointed to this post will have a strong commitment to the empowerment of marginalised women and girls, both here and globally.

### **Substantial experience**

- Leading projects or initiatives with demonstrable success of project development
- Working with and leading others
- Creating opportunities and identify key stakeholders
- Liaising and working with other organisations locally, nationally and in Africa
- Fundraising through a range of channels such as trusts and foundations, events and creating suitable income generating options

### **Knowledge and awareness**

- Knowledge of gender issues and barriers that confront women locally and globally
- Understanding of Equal opportunities in the context of an organisation supporting women and girls

### **Skills**

- Ability to work on own initiative and set priorities for self and others
- Strong presentation oral and written skills and ability to communicate with people at all levels
- Well organised and able to work to deadlines, prioritise and manage workload
- Excellent record keeping skills
- Strong IT skills and the ability to engage with social media, databases, spreadsheets, Word and conduct internet research
- Ability to plan and execute events

\*This job description may change following successful fundraising and in consultation with the post holder and trustees