

JOB DESCRIPTION

Job Title: CENTRE CO-ORDINATOR (Maternity Cover)



Vision

Engagement – Education - Empowerment

Waterside Women's Centre is a vibrant, safe space with an atmosphere of equality and respect, where women are empowered to achieve their goals and prosper in the community they live in.

Location: WATERSIDE WOMEN'S CENTRE
170 Spencer Road, Derry ~ Londonderry BT47 6AH

Hours: 35 hours per week.

Report to: Management Committee.

Salary: £26,000 gross per annum

Job Purpose:

- **To** manage and develop the Waterside Women's Centre activities and Projects including the crèche facility.
- **To** promote the development of activities and facilities to support women and women's groups.
- **To** maintain and develop fundraising and partnerships with other agencies voluntary and statutory.
- **To** supervise staff.
- **To** work effectively and collaboratively with women from all backgrounds.
- **To** represent Waterside Women's Centre on committees and groups; engage with other women's sector organisations and development projects as directed by the management committee.
- **To** network and engage with other Women's Sector organisation and contribute to the future sustainability of the women's sector.
- **To** work directly with ESF Prosper 3 participants at Waterside Women's Centre. To ensure that Quality Assurance is implemented, liaise with employers and businesses to identify job opportunities in the project area, working with participants to ensure that they access the projects support and engagement activities.

JOB TASKS AND RESPONSIBILITIES:

To have responsibility for the following:

1. The day-to-day management of the Centre including ensuring premises are opened and closed, as and when required.
2. Managing and overseeing the delivery of all projects undertaken by the Centre.
3. Supervising staff including administration, project and crèche/childcare staff; including organising regular staff meetings and maintaining records.
4. Fundraising and completing grant applications including completing monitoring returns and evaluation reports for funding bodies.
5. Liaise with tutors and organise courses, Training Days and Seminars.
6. Maintaining and developing activities and facilities to support women and women's groups including carrying out consultations with women on their needs and how these needs can be met.
7. Developing the use of the Waterside Women's Centre, working with the management committee in drawing up future development plans for Waterside Women's Centre e.g. working on a new strategic plan to develop the future direction and work of the centre in the coming years and anticipating emerging needs.
8. Building on present contacts, developing and building new relationships with other agencies.
9. Compiling written monthly reports for the management committee and attending management committee meetings. Co-ordinating and producing the Annual General Report.
10. Attend relevant conferences, workshops and training as required
11. Promoting the work of the Waterside Women's Centre through social media, radio and press in conjunction with the management committee.
12. No job description can cover every issue, which may arise within the post at various times. The post holder is expected to carry out other duties from time to time which may be required.