**Closing date:**

**Sunday 10 November 2019**

**11.59pm**



**Director**

**Application Pack**

**£40,000 - £44,500 (inc LLW) – according to skills and experience**

# Welcome from our Trustees

Dear Candidate

Thank you for your interest in applying for this role.

IMECE Women’s Centre stands against all forms of violence against women and girls. We support and empower Turkish, Kurdish and Cypriot Turkish women and Black, Asian, minority ethnic, refugee (BAMER) and migrant women to improve the quality of their lives. Established in 1982, IMECE Women’s Centre is a women-only space. We work with all those who self-identify as women.

Our vision is a society where all BAMER women and girls are able to pursue their dreams and enjoy their lives free from all forms of violence, discrimination and prejudice.

We are a specialist ‘by and for’ BAMER women’s organisation challenging women’s inequality. We deliver holistic services which support women to assert and enjoy their rights and achieve their aspirations. We work collaboratively with women themselves to design and deliver the services that meet their needs.

IMECE employs 16 staff and benefits from the support of volunteers. Our turnover is +£400K. We work pan-London, with many clients coming from Islington, Hackney, Haringey and Enfield. We provide a range of services:

* Advice and information
* VAWG casework
* Counselling
* Community outreach and engagement
* Volunteering
* Training

We are looking for a person who can demonstrate strong commitment to improving the lives of women and who has strong leadership qualities and the drive to achieve great results. Coupled with impressive professional skills, you should clearly demonstrate your ability to embody IMECE’s values in the role. The successful candidate will play a central role in leading the organisation through our next phase of development and will work with the board of trustees and with the wider stakeholders to deliver our ambitious plans.

The Application Pack includes:

* Job description
* Person specification
* IMECE staff structure diagram
* Recruitment process timetable
* 2018-21 Strategic Plan

We hope you feel inspired to apply!

Warmest wishes,

Emel Hakki

On behalf of the Board of Trustees

**Particulars**

**Salary**

£40,000 - £44,500 (inc LLW) – according to skills and experience

**Pension**

Government Workplace NEST Pension Scheme

**Line management responsibilities**

* Advice and Volunteer Coordinator
* Finance Officer
* Lead Counsellor
* VAWG Service Manager
* Any additional role as required

**Line manager**

Chair of the Board of Trustees

**Annual Leave**

* 25 days annual leave
* Plus public holidays
* Plus the office is closed between Christmas and New Year (not deducted from annual leave)

**Contract**

Permanent position, subject to a 6 month probationary period, with a mid-probation review at 3 months.

**Place of work**

IMECE Women’s Centre offices at 2 Newington Green Road, London, N1 4RX

* An enhanced criminal records (DBS) check will be required for this role.

**The role**

Reporting directly to the Chair and through the Chair to the Board of Trustees, the Director will have primary responsibility for leading and developing the charity, managing operations and engaging with stakeholders. The role requires experience in fundraising and excellent communication skills.

Building strong internal and external relationships, the right candidate will bring a combination of high-level professional skills and knowledge and highly sophisticated interpersonal skills. The Director is accountable for ensuring that an organisational culture of excellence and continuous improvement is developed with a strong commitment to improving the lives of women we support.

## Overall purpose

* To provide leadership and support to all staff and volunteers
* To lead organisational development and strengthening strategic partnerships and driving increased organisational performance to improve the services provided
* To ensure that appropriate structures, resources and operational systems are available to turn the organisational strategy into reality.
* To champion an organisational culture of excellence that focuses on outcomes, maximises the use of resources, is collaborative, and actively promotes IMECE's values

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| Key accountabilities |

### 1. Governance

* Work with the Chair of the Board to ensure high standards of governance and that the Board fulfills constitutional and legislative requirements. This includes supporting the Chair in keeping governance arrangements under review and ensuring that issues arising are identified and addressed.
* Act as Company Secretary and provide regular reports to the Board.
* To ensure that risk is understood, managed and owned at all levels in the organisation and appropriately reported and that there is an effective risk management framework, enabling risks to be assessed and controlled.
* To be responsible for organizing and addressing the Annual General Meeting (AGM) and preparation of the Annual Report
* To develop appropriate policies in conjunction with the staff team, and to ensure they are up to date and implemented

**2. Leadership**

* To provide leadership to developing and delivering strategy and business plan in consultation with the Board, including performance targets and key deliverables.
* To lead, motivate and strengthen the expertise of the staff team so that it operates effectively in the development and implementation strategies, policies, plans and initiatives including monitoring of performance against targets and take action as appropriate.
* Ensure that the team delivers clear and cohesive direction and delivers projects successfully.
* To cultivate a culture of continuous improvement and innovation in all areas of work.
* Oversee all HR related matters including recruitment, induction, annual

performance appraisals and development of staff

* To monitor staff and volunteer training and development in accordance with policy and procedure, especially with regards to safeguarding training .

3. Finance and fundraising

* Prepare, implement, monitor the organizational budget vigorously in consultation with the Board of Trustees
* To prepare and oversee all reporting to funders, ensuring all reports are timely and to a high standard
* Develop and maintain positive relationships with funders (current, past and prospective)
* Prepare, implement, monitor multiple distinct project budgets
* To find innovative ways of raising funds in consultation with the Board of Trustees
* To submit high quality Trust and government funding applications and commissioning and tender proposals.
* To identify innovative, yet sustainable forms of unrestricted income, including individual donations, fundraising events.
* To ensure the annual accounts are audited and submitted to the Charity Commission and Companies House in a timely way.
* To oversee the finances including preparation of budgets, financial forecasts and monitoring and controlling expenditure against income. To submit management accounts to the Board on a quarterly basis.

**4. Strategy**

* To develop and review the existing strategy that provides an effective framework for implementation for the approval of the Board.
* To implement the strategy to ensure that IMECE is and seen as a centre of excellence and expertise for meeting the needs of women and is a lead voice, expert and resource for violence against women in London in particular amongst the BME voluntary sector
* Challenge poor practices in mainstream and statutory services and improve understanding of policy makers and resource holder about the needs and issues of BAMER women.
* Chair/co-chair, facilitate strategic boards as and when required
* Establishing a work programme and service area targets *and* monitoring and evaluating the success of the programme on an annual cycle
* Keep abreast of changes in policy, legislation and practice affecting service users and IMECE more broadly; and responding by developing links, partnerships, projects, etc

**5. Policy and Partnerships**

* To act as an inspirational ambassador when representing IMECE externally, raising the organisation’s profile with policy makers, partners and others to influence policy on issues relating to the work of IMECE
* To establish new and strengthen existing external networks, partnerships and relationships that build organisational voice, influence and reputation in the area of violence against women in London
* To produce reports and respond to consultation papers published by local authorities and the central government on issues relating to areas affecting IMECE’s service users
* To promote the needs of IMECE's users in service delivery partnerships and shape consortium service delivery models to maintain access for them.
* To lead, manage and monitor multiple partnership contracts
* To establish cross sector partnerships to increase opportunities and diversify funding resources.
* To take active part in local and national campaigning

**6. Developing and delivering training**

* To design and develop training packages on wide range of issues regarding

BAMER women and deliver training for a wide range of audience

* To submit proposals for training contracts and oversee implementation of it.
* To promote IMECE as an excellent training provider
* To provide training to new staff on diverse topics including Violence Against women and Girls, Harmful Practices, Data protection and Confidentiality, safeguarding and Risk screening, Diversity and Equality.

#### 7. Other

#### To ensure that IMECE:

* has effective financial controls and information systems.
* delivers user focused services, so that high levels of user satisfaction are consistently achieved.
* has appropriate offices, IT and other resources/systems needed to carry out its business.
* To ensure effective, open and transparent communication to all staff and volunteers.
* To oversee the development of social media
* To monitor the progress of the building transfer from the London Borough of Islington and provide reports to the Board regularly
* To ensure that Imece has appropriate systems for complaints, feed back and user involvement
* To act as the accountable person for decisions relating to child protection, confidentiality etc.
* To evidence working within IMECE’s values
* Undertake evening and weekend work as required
* Undertake all duties in line with IMECE’s policies and procedures
* Undertake all duties in line with Health and Safety
* Undertake any other duties as may be required
* To ensure robust safeguarding practice and quality assurance with regards to case management .
* Commitment to continuous development

Other conditions of the role:

* This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

**Person specification**

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| **Experience** | **Essential** | **Desirable** |
| Proven successful fundraising experience and income generation within a charitable setting (including statutory, charitable and other sources) | A/I |  |
| Experience of the commissioning process |  | A/I |
| Excellent understanding of frontline service delivery in any area | A/I |  |
| Experience of working with Turkish, Kurdish, Cypriot Turkish Women, and with refugees and asylum seeking women and some experience of advice work, including welfare rights, housing, immigration, health and domestic violence | A/I |  |
| Demonstrable experience at management level within a medium size organisation | A/I |  |
| Experience of line management and supervision and development of staff with complex and varying work functions | A/I |  |
| Experience in managing risk and safeguarding protocols and procedures | A/I |  |
| Minimum three years’ experience project managing | A/I |  |
| Experience representing an organisation externally | A/I |  |
| Experience producing and monitoring complex budgets, preferably including producing financial reporting to funders | A/I |  |
| Good understanding and demonstrable experience of strategic /business/project planning | A/I |  |
| Experience of working in partnership with a range of organisations/agencies, including statutory, voluntary sector and government. | A/I |  |
| Demonstrable experience of report writing to a high specification | A/I |  |
| Experience of managing organizational change and development |  | A/I |
| Experience of managing organizational resources and quality assurance measures to meet organizational objectives | A/I |  |
| Demonstrable experience of report writing to a high standard | A/I |  |
| Governance experience in the charity sector |  | A/I |
| **Qualifications** | **Essential** | **Desirable** |
| Higher education, qualification or training in areas related to the post |  | A |
| **Knowledge** | **Essential** | **Desirable** |
| Thorough understanding of the experiences, needs, issues and barriers experienced by Turkish, Kurdish and Cypriot Turkish women in the UK, with a particular focus on violence against women and girls | A/I |  |
| Good understanding of local, regional and national violence against women and girls policy agenda | A/I |  |
| Good knowledge of common HR practices | A/I |  |
| Knowledge of the UK charity sector, including the current environment, challenges and opportunities | A/I |  |
| A strong commitment to implementing diversity and equality of opportunity policies and principles into practice | A/I |  |
| Proficient in Word-processing, spreadsheets and databases (preferably using Windows OS) | A/I |  |
| **Skills** | **Essential** | **Desirable** |
| Fluent in Turkish language | A/I |  |
| Ability to speak Kurdish |  | A/I |
| Excellent communication skills (written and oral) to enable high-level, effective communication with a number of statutory, voluntary sector and government representatives. | A/I |  |
| Excellent command of English, both orally and in writing | A/I |  |
| Excellent organizational skills, capable of meeting multiple, competing deadlines and thinking clearly under pressure | A/I |  |
| Confident public speaker | A/I |  |
| Demonstrable leadership skills, with ability to motivate and lead staff within a shifting environment | A/I |  |
| Creative and practical solutions-focused approach to challenges | A/I |  |
| **General** | **Essential** | **Desirable** |
| Must be a woman of Turkish/Kurdish/ Cypriot Turkish origin (Section 7.2 9e SDA 1975 applies) | A/I |  |
| Demonstrable commitment to women’s rights | A/I |  |
| Evidence of continuing professional development | A/I |  |
| Able to work evenings and work at weekends when required | A/I |  |
| A commitment to working within IMECE’s values | A/I |  |

* Undertake all duties in line with IMECE’s equal opportunities policy

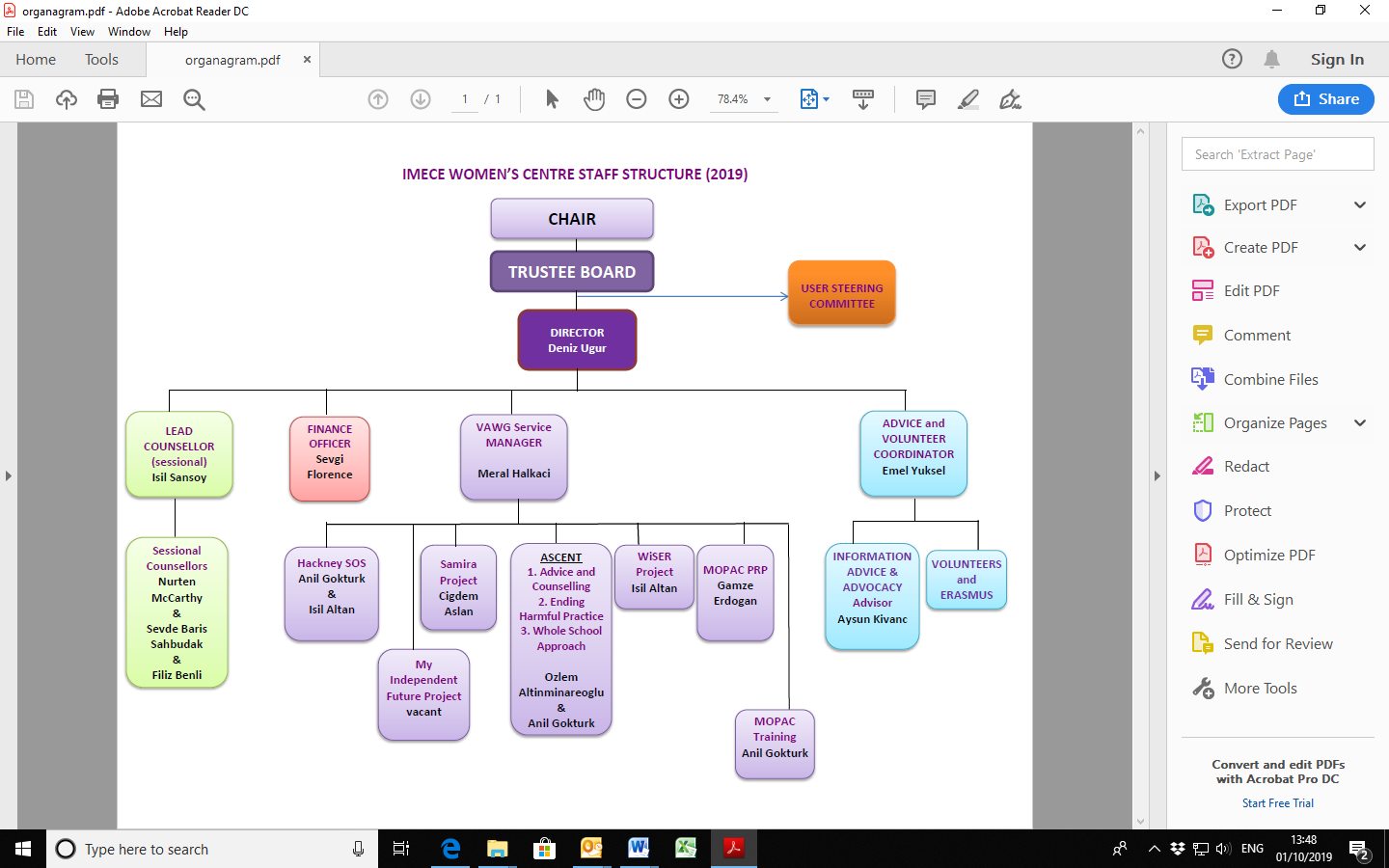
**Key to table**

* **A** – To be assessed at the application stage
* **I** – To be assessed at the interview stage (this may be through interview questions or a test – you will be informed if a test is to take place)

**Mel Shad**

Executive Director of   
Mental Health

**IMECE WOMEN’S CENTRE STAFF STRUCTURE**



**Timetable**

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| Closing date | 10/11/2019 |
| First interview | TBC - w/c 18/11/2019 |

**Return completed applications to** [**imece2019directorrecruitment@gmail.com**](mailto:imece2019directorrecruitment@gmail.com)

**by 11.59pm on Sunday 10 November 2019**

**IMECE WOMEN’S CENTRE**

**STRATEGIC PLAN 2018 – 2021**

**WHO WE ARE**

IMECE Women’s Centre stands against all forms of violence against women and girls. We support and empower Turkish, Kurdish and Cypriot Turkish women and Black, Asian, minority ethnic, refugee (BAMER) and migrant women to improve the quality of their lives.

Established in 1982, IMECE Women’s Centre is a women-only space. We work with all those who self-identify as women.

**OUR VISION**

Our vision is a society where all BAMER women and girls are able to pursue their dreams and enjoy their lives free from all forms of violence, discrimination and prejudice.

**OUR MISSION**

We are a specialist ‘by and for’ BAMER women’s organisation challenging women’s inequality. We deliver holistic services which support women to assert and enjoy their rights and achieve their aspirations. We work collaboratively with women themselves to design and deliver the services that meet their needs.

**OUR VALUES**

IMECE Women’s Centre is a feminist organisation with human rights at our core. Our values reflect our history and were developed in consultation with staff, service users, volunteers and trustees.

* **User-led and** run **by and for** BAMER women
* **Intersectional** in our approach: recognising impact of multiple discrimination upon BAMER women
* **Dynamic and responsive**
* **Inclusive** and committed to **diversity and equality**
* **Sisterhood and solidarity** informs everything we do
* **Reflective**: always questioning and always learning

**STRATEGIC ISSUES, AIMS, OBJECTIVES AND ACTIVITIES**

1. **Community engagement**

To reach out to women and the wider community to increase awareness of our services and prevention activities with a view to empowering women to lead independent lives free from violence and prejudice/discrimination

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| Objective 1: To work together with service users to deliver services based on the needs they communicate to us   * Undertake regular and varied consultations * Recruit diverse participants to consultations ensuring meaningful and illustrative feedback * Ensure service user feedback (positive and negative) informs our work   Objective 2: To raise the voice of and represent service users experience at decision-making levels   * Conduct outreach using various community outlets (including media, social media and other platforms) * Involve service users in steering group meetings wherever possible and communicate their needs/experiences * Carry out service users profile analysis   Objective 3: To amplify our presence through increasing awareness in the community of our services and prevention activities in particular   * Enhance IMECE’s and our activities’ visibility through marketing and posters on the wall in IMECE, stands at community events * Organising external meetings for families to increase their awareness of VAWG (prevention) * Regular weekly activities at IMECE and off-site at various local locations |

1. **Staff wellbeing**

To develop meaningful health and wellbeing practices and strategies to enhance staff effectiveness and commitment

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| Objective 1: Transform the working environment   * Secure the future of our building * Engage specialist architects to review the space   Objective 2: Develop well-being champions among staff and Trustees   * Train staff and Trustees to become champions and create a buddy-up system enabling direct lines of communication between staff and Trustees   Objective 3: Improve self care among staff   * Fundraise for clinical external supervision * Facilitate opportunities for self-management techniques, eg mindfulness, yoga, reflective group sessions |

1. **Staff training and development**

To strengthen our knowledge and capacity by investing more resources into staff training and development.

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| Objective 1: Strengthen reflective practice   * Revise and improve appraisal system in a way which includes opportunities to celebrate success, reflect on own performance, identify training needs   Objective 2: Raise funds for more training and staff development   * Hold fundraising events for unrestricted funds * Lobby funders to recognise importance of and fund training and staff development   Objective 3: Improve knowledge-sharing between Trustees and staff   * Skills audit among Trustees * Trustees to work more with staff / have presence at the organisation   Objective 4: Positive relationships with sister and like-minded organisations for skills and knowledge sharing   * Develop and strengthen relationships and provide opportunities for knowledge and skills-sharing |

1. **Effective partnerships**

To strengthen our collective voice and reach by creating partnerships and collaborations with other specialist orgs

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| Objective 1: Build and maintain positive and effective relationships with sister specialist orgs with which we have shared vision, aims and objectives   * Enhance joint working through events and conferences, projects, fundraising, campaigning * Share resources with those partners through experiences, expertise, knowledge, skills, signposting/referring, training * Active involvement in local strategic partnership boards * Effective engagement with second tier organisations   Objective 2: Position IMECE as a leading voice in the sector on BAMER women’s needs   * Promote intersectional feminist approach in the sector and beyond * Participate in and promote campaigns, research and other work highlighting the experience of BAMER women * Ensure learnings from service users consultations and our own research and campaigns are distributed across the sector – sister orgs, decision-makers, funders and influencers   Objective 3: Lead and actively participate in consortia-building (including some key informal partnerships)   * Islington BME Advice Alliance * BME Advice Network * London VAWG Consortium (particularly as part of role in Legal Entity Working Group) * Islington BAMER Women’s Network |

1. **Financial resilience**

To increase our financial resilience in order to deliver our services in the most effective, women-centred and innovative ways

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| Objective 1: Explore wider funding sources   * Crowdfunding * Individual donations * To inform Islington, Haringey, Enfield and Hackney local commissioning services to about our services and follow up any opportunities that become available * Work with local cinemas, music groups, art centres, artists to arrange joint fundraising events * Work with local business   Objective 2: To build alliances for fundraising efforts   * Joint and partnership bids * Active participation in consortia |

1. **Influencing decision-makers**

To influence decision-makers to support culturally specific organisations which provide holistic services to BAMER women

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| Objective 1: Secure enhanced recognition and resources (financial and political)   * Secure funding for our services/projects with an explicit focus on our speciality/expertise as a by and for organisation * Promote IMECE’s expertise in providing services for BAMER women * Deliver trainings to practitioners * Persuade those decision-makers to champion us   Objective 2: Enhance our influencing role   * Participate in decision making boards/conferences/consultations etc * Enhance involvement in decision-making strategic boards and attending local forums * Organise BAMER women’s conference to identify and highlight gaps in service provision * Invite decision-makers and influencers to events * Creating and participating in strategic partnerships   Objective 3: Enhance involvement in research and campaigns   * Undertake and or participate in regular research and evaluations re BAMER women’s needs * Writing and publish our own reports * Responding to changes in and new legislation |