**Background**

Bristol Women’s Voice is a charity working to make women’s equality in Bristol a reality. We make sure that women’s voices have been heard and their concerns acted upon when key decisions are taken in the city. We work to increase awareness of women’s rights and to make sure services meet women’s needs. BWV brings women together to share ideas and experiences, support campaigns and celebrate success so that together we can make Bristol a showcase for women’s involvement, empowerment and equality.

The Government Equalities Office (GEO), has awarded BWV funding to work with women in Bristol who face multiple barriers to achieving their potential. The project will also identify these barriers and ways to overcome them and to share this information with the government and local organisations such as the West of England Combined Authority and Bristol City Council to inform policy and actions.

The project will involve working with organisations that work with the most marginalised women (as defined by GOE) this includes women who are: homeless, working as street sex workers, refugees, disabled, women from particular groups with lower employment rates such as Bangladeshi, Somali and women with few educational qualifications. BWV will contract up to 10 organisations who will run facilitated discussions with groups of women to identify their specific barriers and actions to address them. We will provide training for the facilitators and for local women to interview women who are not part of groups to identify their issues. The information gathered will be analysed and presented by a researcher employed under another contract.

BWV are seeking an experienced self-employed Project Manager to manage this work. The project will run for 11 months starting in June 2019. The Project Manager will take a lead on the delivery of programme activities ensuring that all objectives are achieved. Oversee programme strategy and implementation, monitoring and reporting. The Project Manager will ensure and maintain linkages with other BWV programme and activities. The Project Manager will promote and work in accordance to BWV mission, vision and objectives which works towards increasing awareness of women’s rights and making sure services meet women’s needs. The Project will be managed by a Steering Group (SG) made up of representatives from BWV, Bristol Women’s Commission, Bristol University, Bristol City Council and community representatives. The steering group will meet monthly. The Project Manager will report to the Steering Group and work with the project assistant to organise the steering group monthly meetings. There are possibilities that this position could be based with the City Office.

**Main responsibilities,** these include but not limited to;

**Programme Strategy, Implementation and management**

* Plan and coordinate the start-up of the project
* Coordinate the overall planning and implementation of programmes
* Draft and manage contracts with the selected organisations to cover: delivery of workshops, identification and training of discussion leaders, collection of data in an agreed format of the information from the discussion and other related activities
* Identify, manage and support community researchers, including managing their contracts and ensuring that they deliver as required
* Set up and run training for community researchers and group facilitators
* Ensure that the discussion groups run successfully, and that the information is collected in the agreed way.
* Work hand in hand with the research analyst to ensure detailed collection of data/information for excellent project delivery and all outcomes are achieved
* Collect the information/data and pass it to the research analyst
* Ensure that the work meets the requirements of the GEO under the direction of the Steering Group and guided by the quality management/ evaluator.
* Work closely with BWV Coordinator to ensure alignment of project and BWV Vision, Mission and objectives

**Partnership development and management**

* Establish contacts with agreed organisations
* Agree a co-delivery approach with partners to deliver discussion groups
* From these discussions identify key high-level themes to develop into a common format for recording information and outcomes working with the Quality Assurance Advisor and the research analyst
* Provide regular updates on partnerships underpinning the project to the Steering Group

**Financial planning and management of project budget**

* Manage the project assistant and ensure that the project is delivered on time and within the agreed budget.
* Lead on developing, managing and regularly reviewing the project budget, monitoring spending to ensure it is within the budget
* Conduct monthly budget tracking of all expenses against the approved budgets
* Working with the project assistant will lead on preparation of the monthly financial report to be presented to the Steering Group.

**Monitoring, learning and reporting**

* Draft, develop and present monthly project narrative (technical and financial) report to the steering group.
* Lead on communications with all project partners, ensuring messaging is in accordance to BWV objectives.
* Ensure timely documentation and dissemination of key findings to inform learning at the end of the project
* Draft and develop final project report (technical and financial) with the research analyst at the end of the project to be presented to The Steering Committee and the GEO at the end of the project.

**Human Resources**

The PM will manage the project assistant and the community researchers

**Qualifications:**

**Essential:** Graduate degree (Masters preferable) in relevant field of study or equivalent experience

**Experience and skills:**

* Minimum of five years’ experience in a relevant context, including good knowledge of community engagement, advocacy and policy engagement
* Minimum of three years’ experience in project management including proven experience of managing community-based projects preferably on women’s projects
* Experience managing contracts with community organisations
* A clear understanding of the kinds of issues faced by the women who are the target groups for this project
* Strong partnership development and networking skills particularly at the local level
* Excellent numeracy skills with experience in budget development and management
* Excellent understanding of project cycle management
* Excellent report writing skills particularly donor reporting.
* Fluent in written and spoken English, excellent IT, interpersonal, written and verbal communication skills.

The fee for this work will be £30,000(11 months) in total including expenses and VAT where applicable, payable monthly in arrears upon completion of agreed milestones. **To apply, please send a CV (not more than 2 pages) and cover letter to:** [**tara@bristolwomensvoice.org.uk**](mailto:tara@bristolwomensvoice.org.uk) **Closing date 13th June 2019**