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**Job Description: Administration and Project Worker**

**There are two vacancies for this post:**

**1:**

* **Hours of work**:30 hours per week (fixed term contract, parental leave cover until 31st March 2022)
* **Salary**: £22,832 PRO RATA (ACTUAL SALARY £19,570), plus 6% Employer’s Pension Contributions

**2:**

* **Hours of work**: 21 hours per week
* **Salary:** £22,832 PRO RATA (ACTUAL SALARY £13,700), plus 6% Employer’s Pension Contributions

**Holidays**: 25 days annual leave, plus 12 public holidays per year PRO RATA

**Reporting to**: Director: Creative Development, Delivery and Engagement

**Main Purpose**: To provide administrative and project support at Glasgow Women’s Library (GWL).

**Applications will be accepted from women only under Schedule 9, part 1 of the Equality Act 2010.**

**We particularly welcome applications from Women of Colour, disabled women, women living locally in the G40 postcode, and women who are often excluded from cultural spaces.**

**Main Duties and Responsibilities:**

* Responding to telephone, written and email enquiries regarding the public events programmes at GWL.
* Meeting, greeting and dealing with enquiries from visitors to GWL as part of the Front of House team.
* Managing enquiries and bookings onto GWL events and programmes.
* Co-ordinating and responding to the different asks of a hybrid programme of digital and in-person events.
* Working closely with the Staff Team to collate and edit events programme information and images in a timely fashion, and to liaise with the events programme designer on the development of each seasonal programme.
* Co-ordinating the dissemination of events programmes, publicity, and general promotion of GWL and events, working closely with the Digital and Marketing Officer to ensure timely and effective communications to Glasgow Women's Library supporters, users, learners, stakeholders and network organisations.
* To import and edit website information on GWL events and programmes.
* Creating and managing databases, including mailing lists, events information, learner records, and monitoring and evaluation information, and to train volunteers on these databases.
* Stewardship of the GWL Friends initiative, including communications with Friends and liaising with the Finance Officer.
* Preparing and co-ordinating statistics and data for reporting to funders, and as a process of reflection and evaluation in line with GWL’s Equality, Diversity and Inclusion Policy and Action Plan.
* Managing and co-ordinating Venue Hire, across all spaces at GWL, working closely with the Production Team and Facilities Management Officer to ensure a balance of programming and hire, and communicating with organisations and individuals, building relationships in line with GWL’s Core Values and Strategic Plan.
* To set up for Venue Hire events, facilitating use of the space and the equipment, and communicating with the Staff Team and volunteers to ensure support is in place for all hires.
* Managing Venue Hire invoices, working closely with the Finance Officer, and to be active in supporting and promoting income generation.
* To support good data protection practice and the implementation of GDPR policies and procedures across the organisation.
* To regularly review events paperwork, accessible formats and administrative procedures to promote access and inclusion across the organisation’s work.
* Supporting the Front of House volunteer team alongside the Volunteer Co-ordinator, disseminating information to volunteers and working to ensure a warm welcome for all visitors.
* To attend, contribute to and be note taker at regular Staff Team meetings.
* To undertake appropriate training and staff development.
* To assist the Director of Creative Development, Delivery and Engagement by providing administrative support.
* To undertake any other reasonable duties, commensurate with the job title, as may be determined by the Library, and work within its Policies and Procedures.

**Person Specification: Administration and Project Worker**

The Person Specification is designed to let applicants know what is required in relation to the attributes of a successful candidate. The Person Specification is divided between 'Essential' and 'Desirable' attributes.

In order to convince the selection panel that you should be short-listed for interview, you must be able to show that you meet all the Essential requirements. If you can also meet some or all of the Desirable requirements, then you will have further advanced your case for a successful application.

Please try to structure your own answers on the application form to show the panel how you meet these requirements, especially the Essential ones. If you are called for interview, the panel will ask you questions specifically designed to confirm your ability to meet such requirements.

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| **Skills and Abilities** | **Essential** | **Desirable** |
| Excellent administrative and organisational skills, with the ability to manage a wide range of tasks and meet deadlines | √ |  |
| Excellent all round IT skills, including word processing, database management and updating websites | √ |  |
| Excellent verbal and written communication, presentation and interpersonal skills with a diverse range of people | √ |  |
| Ability to think creatively and proactively | √ |  |
| Ability to work as part of a team, to use own initiative and organise own workload | √ |  |
| Ability to work flexibly including evenings and weekends  |  | √ |
| Ability to work sensitively and flexibly with a broad range of women | √ |  |
| **Experience** |  |  |
| Experience of helping to prepare for and / or organise events |  | √ |
| Experience of working with volunteers |  | √ |
| Experience of liaising with and working effectively in partnership with other organisations  |  | √ |
| **Knowledge** |  |  |
| Good understanding of GWL and a strong interest in supporting its Aims, Objectives and Core Values | √ |  |
| A knowledge and understanding of gender equality and social inclusion issues |  | √ |
| **Other** |  |  |
| Interest in women’s history and achievements |  | √ |
| Interest in arts, culture and / or heritage |  | √ |
| Commitment to high standards of care towards visitors, users and volunteers | √ |  |

**CLOSING DATE FOR APPLICATIONS: Thursday 10th June 2021, at 12:00 noon**

**Interviews will take place during the week of 14th June**

**Further Reading**

The Administration and Project Worker posts are varied, demanding and stretch across the organisation, supporting a wide range of GWL’s work.

# This role requires attention to detail, a creative approach to challenges, and the ability to manage a wide-reaching workload.

# The Core Values of GWL are central to this role and the Administration and Project workers aim to ensure that communications around our events programme promote access and inclusion.

# The Administration and Project workers also play an important part in connecting with organisations that share our values in order to generate income for GWL through Venue Hire.

# Administration is a feminist issue and at GWL admin work is respected, supported and appreciated.

# This job may be for you if you enjoy working with systems, streamlining procedures, supporting access to events, love being part of a busy team and care about empowering, supporting and celebrating women.

To explore elements of the job further you might want to take a look at these links on our website:

You can learn more about our Venue Hire work here: <https://womenslibrary.org.uk/inspiring-resources/venue-hire/>

You can see an example of a seasonal programme here and the web pages that the Admin and Project worker set up: <https://womenslibrary.org.uk/events/list/>

You can find our Equality, Diversity and Inclusion plan here: <https://womenslibrary.org.uk/about-us/our-values/gwl-policies/>