

**Job Description: Project Coordinator: *Three Decades of Changing Minds*,**

 **Glasgow Women’s Library**

 **This is a Fixed Term Contract for a period of two years**

Hours of work: 21 hours per week (part-time)

Salary: £28,950 pro rata (actual salary: £17,370), plus 6% Employer's Pension Contribution

Holidays: 25 days per annum plus 12 public holidays (pro rata)

Reporting to: Director of Creative Development, Delivery and Engagement

Main Purpose: To manage and co-ordinate the *Three Decades of Changing Minds* project, which focusses on the origin story, history, development and heritage of 30 years of Glasgow Women’s Library

Main Duties and Responsibilities:

* Manage the project to ensure that the project plan and objectives are delivered, and that funders’ requirements are met
* Work with the GWL staff team in developing and delivering learning events, activities and resources related to the project and the collection, including the development and launch of a re-designed website
* Support and co-ordinate GWL staff and volunteers involved in the project, including the Archivists, who will conserve, interpret and make accessible GWL’s collection of organisational archives
* Develop and maintain key partnerships in the heritage, academic, equalities and community sectors to ensure wide engagement in and high quality delivery of all elements of the project
* Work closely with the GWL Volunteer Development Programme to ensure volunteers (with a range of lived experiences and needs) contribute meaningfully to the project
* Report to funders and the GWL Board of Directors on the project
* Network with relevant individuals and organisations in order to promote the project
* Respond to telephone, written, social media and email enquiries regarding the project
* Attend and contribute to regular staff team meetings and supervision sessions, and undertake appropriate training and staff development
* Undertake any other reasonable duties, appropriate with the job title, as may be determined by Glasgow Women’s Library, and work within its policies and procedures

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

**Person Specification: Project Coordinator: *Three Decades of Changing Minds*, Glasgow Women’s Library**

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** |
| An ability and enthusiasm to motivate, educate and inspire a broad range of people | √ |  |
| A high level of skills in project management, with a track record of successful delivery of projects in the cultural and / or heritage sectors  | √ |  |
| Ability to work with a broad range of groups (with a range of lived experiences and needs) with confidence, patience and sensitivity | √ |  |
| Excellent organisational skills, with the ability to manage a wide range of tasks and meet deadlines | √ |  |
| Ability to think creatively | √ |  |
| Ability to work as part of a team | √ |  |
| Ability to use own initiative and organise own workload | √ |  |
| Excellent communication, presentation and interpersonal skills, both written and verbal | √ |  |
| Good IT skills including word processing and database management | √ |  |
| Ability to work flexibly including evenings and occasional weekends if required  |  | √ |
| **Experience** |  |  |
| Experience of working with project plans and reporting on project progress and outcomes to funders | √ |  |
| Experience of developing and delivering learning events, activities and resources | √ |  |
| Experience of using evaluation and monitoring tools and techniques | √ |  |
| Experience of liaising with and working effectively in partnership with other organisations  | √ |  |
| **Knowledge** |  |  |
| A knowledge and understanding of intersectional feminism and structural equalities  | √ |  |
| Knowledge, experience and / or interest in feminist organisational working  | √ |  |

**CLOSING DATE FOR APPLICATIONS: 12 noon on Monday 24th January 2022**

**Please email the completed application form, Parts 1 and 2, to** **apply@womenslibrary.org.uk**

**Interviews will take place on Monday 7th February 2022**

**This post is supported by the National Lottery Heritage Fund**