

Job Description:	Engagement and Outreach Development Worker
Hours of work:	14 hours per week
Salary:	£29,819 pro rata (actual salary is £11,928 gross) 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
Based at:	Glasgow Women's Library and outreach locations as required
Main Purpose:	To work with partner organisations, community groups and other agencies across Scotland to expand and promote the engagement of a diverse range of people in GWL's Programmes, and in the use of its resources.

Main Duties and Responsibilities:

- To work in close collaboration and effectively with the existing Engagement and Outreach Development Worker (as part of a job share) and the wider GWL team to devise and deliver engagement and outreach work at GWL and across Scotland which addresses a range of intersectional inequalities
- To build and sustain partnerships and create programmes of events, activities and learning opportunities that draw on the collections and resources of GWL
- To respond to requests for information on engagement and outreach from individuals, groups, agencies and organisations and respond to telephone, written and email enquiries
- To network with relevant agencies, statutory bodies, and colleagues across the Voluntary, Academic, Cultural, Heritage and Public sectors and represent GWL at meetings as necessary
- To produce and promote publicity materials relevant to the work of the Project
- To represent the Project and Glasgow Women's Library at meetings as necessary
- To record, monitor and evaluate the progress and effectiveness of outreach and engagement work and to produce regular reports to funders and the GWL Board of Directors on progress
- To attend and contribute to regular staff team meetings and staff supervision sessions
- To contribute to the strategic development of the outreach and engagement programme in line with GWL's strategic aims and purposes and the aims of funders
- To undertake appropriate training and staff development
- To champion GWL through talks, workshops and conferences
- 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: Engagement and Outreach Development 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.

Skills and Abilities	Essential	Desirable
Ability to work sensitively and flexibly with a broad range of women.	√	
A proven track record of working effectively in partnership with a range of organisations, community groups and agencies.	√	
Ability to work on own initiative without close supervision.	√	
Excellent communication, presentation and interpersonal skills, both written and verbal, and confidence in using social media.	√	
Ability to work as part of a dynamic team.	√	
Excellent all round ICT, administrative, organisational and digital learning delivery skills, including Microsoft Office and Zoom.	√	
Ability to work flexibly, including evenings and occasional weekends if required and flexibility in traveling to areas across Scotland.	√	
Experience		
Experience of working with and delivering events and learning opportunities to adults, including those facing complex, intersectional challenges.	√	
Experience of working with women's groups or organisations, including Women of Colour.	√	
Experience of monitoring and evaluating projects.		√
Experience in communicating with funders and writing funding reports and proposals.		√
Experience in managing individual projects and funding streams		√
Knowledge		
Knowledge of cultural sector, literature and wider arts practice.		√
A knowledge and understanding of intersectional feminism and structural inequalities	√	
Knowledge, experience and / or interest in feminist organisational working		√

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

CLOSING DATE FOR APPLICATIONS: 12 noon on Monday 10th October 2022

Interviews will take place on Wednesday 9th November 2022

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

This post is supported by the Scottish Government



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