

Participation and the Practice of Rights (PPR)

Job Description and Person Specification

Job Title:	Assistant Coordinator (Anaka Women's Collective)
Hours of work:	17.5 hours per week
Salary:	£29,439 pro rata (plus 8% pension)
Duration:	1 year
Responsible to:	Coordinator

Background

Anaka Women's Collective is an independent project set up in 2019 to bring together women with the shared experience of being from a minority ethnic background; creating community, providing safe, mutually supportive spaces where women can organise, share and learn skills and celebrate all that they have to offer.

Anaka's mission statement

Our vision for society is that all women have equality of opportunity and choices to live their lives with dignity and access to economic, social, educational, cultural and health-promoting opportunities for themselves and their families. Our vision for Anaka is to create a strong and stable collective; to be able to remain autonomous, organic and able to respond to the changing needs of our participants; to lift each other up by believing in each other and that Anaka will be a transformative, and multiplying network working towards a supportive, inclusive, and sustainable community.

Participation and the Practice of Rights (PPR) is a Belfast based human rights organisation that is hosting Anaka until it's set up as an independent legal entity.

Purpose of the post

The Assistant Coordinator will take primary day to day responsibility for Anaka's administrative systems and financial record keeping and assist Anaka's Coordinator with the delivery of Anaka's activities.

Main duties

Key responsibilities of the post will fall under the following headings:

- Finance, fundraising and administration
- Delivery of Anaka's programme of activities
- Support to the Collective membership and wider community

Finance, fundraising and administration

- Ensure that appropriate administrative systems are in place to facilitate the delivery of Anaka's programme of work.
- Responsible for the maintenance of appropriate financial records for the Collective.
- Assist the Coordinator to identify and secure new funding streams and follow up opportunities as they arise.

Delivery of Anaka's programme of activities

- Assist with the day-to-day coordination of the Collective, including liaising with Anaka's organising staff, members, volunteers and project partners.
- Assist with the delivery and development of existing projects, ensuring that systems, structures and procedures provide an effective framework for the delivery of Anaka's mission and vision.
- Assist with the implementation of Anaka's safeguarding and health and safety policies and procedures.

Support to the Collective membership and wider community

- Support and grow Anaka's volunteer team and provide for their development and learning.
- Coordinate and distribute the donation of goods and services provided to the Collective.

Other Duties

The Assistant Coordinator will be required to carry out any other reasonable duties as are required in pursuance of the mission and vision of Anaka's Women's Collective.

Holidays

The Assistant Coordinator will be entitled to 15 days of holiday per year in addition to statutory holidays (full time holiday entitlement is 30 days).

Duration

There is currently funding available for the post for 1 year from December 2024. The Assistant Coordinator will be subject to Access NI check and a 6-month probationary period.

Person Specification

	Essential Criteria	Desirable Criteria
Experience:	A minimum of two years experience of: Working on asylum and refugee issues Maintaining administrative and financial systems Coordination of workshops and events Providing support and development opportunities for volunteers	 Direct experience of the asylum process Liaising with funders and completing funding applications and reports

	<p>Establishing and maintaining working relationships with a variety of individuals and organisations</p> <p>Group facilitation and delivering training and/or workshops</p>	
Skills/ Aptitude:	<p>Independent self-starter</p> <p>Excellent oral and written communication skills</p> <p>Good organisational skills and ability to prioritise to meet deadlines under pressure</p>	
Commitment:	<p>Commitment to the mission and vision of Anaka Women's Collective</p>	
Circumstances:	<p>Prepared to work from home and travel locally between project locations as required</p> <p>Available for evening and weekend work as required</p>	<p>Driving licence and use of a car</p>