

Da'watul Islam UK & Eire

Darul Ummah 56 Bigland Street London E1 2ND Tel: 020 7 790 5166 Fax: 020 7 790 2005
www.dawatul-islam.org.uk email: info@dawatul-islam.org.uk

Vacancy for Women's Development Worker at Darul Ummah Community Centre, London E1.

Darul Ummah is a multi-purpose community centre designed to offer a range of locally based projects and services to meet the needs of the local community it serves. It was established in 1997 by Dawatul Islam UK & Eire, and now more than 5000 people use its facilities every week.

We are looking for a dynamic and experienced person to lead on the development of our services and activities for women. This is an exciting time to join Darul Ummah to initiate and shape the development of a women's hub which will cater for different needs of Muslim women living locally and throughout Greater London.

The person would have experience of working with Muslim women from diverse backgrounds and be capable of working with people of all ages and abilities. In addition, the person will need to have experience of working in either the voluntary, community, faith, or the public sector, and be passionate about developing people; understand women's needs and will be working to develop services to cater for these needs.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative, under pressure and a willingness to contribute to the continued improvement of our services.

We offer a positive and inclusive environment, a great team of staff and a commitment to continuing professional development.

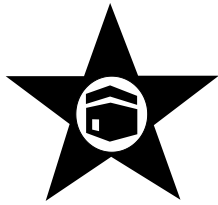
The post holder will provide women with advice and support of a personal nature, promoting health, welfare and education. Due to religious beliefs of the Muslim women accessing services, and in order to provide services effectively, the post holder must be female. Therefore, due to the nature of the role, this post is restricted to female applicants only under the Equality Act.

Please see attached Job Pack for more information.

Please send CV and covering letter to:

Email: info@dawatul-islam.org.uk

Application deadline: 28th April 2019



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Job Description

Job Title: Women's Development Worker

Reports To: Centre Development Manager

Job Purpose: To work with the Centre Development Manager to:

Work towards the development of a women's hub and deliver an innovative, high quality and challenging programme of activities and services (workshops, courses and sessions) to impact the knowledge, attitude and behaviour of Muslim women throughout Tower Hamlets and Greater London which are responsive to their needs, and in-line with the annual plan of the organisation.

Ensure at all times that activities and services are delivered in accordance with agreed policies and procedures of the organisation.

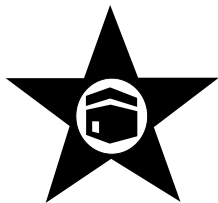
Hours: **2.5 days Monday to Friday between 9.30pm to 5.30 pm.**
(Will be required to work flexible hours to accommodate programmes and activities that may take place on weekends and evenings).

Location: Darul Ummah Community Centre & Care House, 56 & 85 Bigland Street, London E1 2ND

Salary: £19,000 - £23,000 per annum
(pro rata based on 2.5 days a week).

Recruitment Schedule: Applications close – 28th April 2019
Provisional Interviews – 20th May 2019

Start date – As soon as possible subject to references, DBS clearances & notice period.



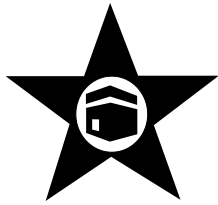
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Key Responsibilities:

- Help support the development of vision, strategies, services and activities for women's work at Darul Ummah, Care House and other branches of the organisation;
- Develop and deliver services and activities for women at Darul Ummah, Care House and other branches of the organisation as per annual planning;
- Lead the transformation of Care House into a fully-fledged women's hub;
- Initiate and support the development of effective partnerships with statutory, voluntary, faith and non-faith based organisations with Darul Ummah to enable effective delivery of services and activities for women;
- Support the development of women's work in different branches of the organisation across London;
- Support senior managers at the organisation to develop effective project management mechanisms for work amongst women;
- Develop capacity of women attending services and activities to carry out effective volunteering work for the organisation in and around Darul Ummah, Care House and other branches across London;
- Carry out research and needs analysis to support organisational planning on appropriate provisions, services and activities for women;
- Organise events, courses and programmes for Muslim women that will support their Islamic development;
- Work closely with the organisation's project office and other services being provided at Darul Ummah and Care House to ensure effective coordination and delivery of services and activities for women.

No job description can be entirely comprehensive and the post holder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within our organisation. During Islamic festivities and the holy Month of Ramadhan the post holder will be required to be flexible with hours worked.



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Person specification:

Experience, Skills and abilities

- Degree level qualifications or related field or relevant experience;
- Knowledge of the issues facing by girls and women and their needs;
- Experienced in a youth work setting;
- Ability to engage and motivate service users and volunteers;
- Ability to plan and manage projects with attention to detail;
- Experience of monitoring and evaluating services/activities/projects;
- Ability to measure impact and outcomes;
- Confident IT skills – working knowledge of Microsoft Office packages, including Access;
- Excellent organisational ability and flexibility in managing a variety of duties concurrently;
- Strong interpersonal and communication skills;
- Able to demonstrate initiative and prioritise workloads;
- Able to develop and maximise partnerships with organisations from the private, voluntary and public sectors, e.g. Local Authority, NHS; mosques and faith groups.
- Professional, proactive, positive and enthusiastic, with a strong work ethic and “can do” attitude;
- Able to exhibit excellent discretion and adhere to professional standards and confidentiality;
- Demonstrated understanding of equality and diversity;
- Knowledge of the Islamic faith, beliefs and practices;
- Ability to speak Bangla/Sylheti.

Desirable

- Understanding of mental health needs of women;
- Experience of working with databases or outcomes tools to record soft outcomes;
- Ability to recite the Holy Quran with Tajweed.



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Decision Making:

- Carries out duties and makes decisions in line with Dawatul Islam UK & Eire's policies and procedures;
- Recommends any suggestions/improvements to influence wider decision making via appropriate channels;
- Plans and organises own work load to meet deadlines in line with the Centre Development Manager; and
- Resolves day to day issues, or identifies matters that require escalating.

Safeguarding and Health & Safety Responsibilities:

- Demonstrates effective safeguarding and health & safety practice at all times by attending training, following procedures and promoting its good practice.

Key Team Relationships

Key Internal working relationships are with:

- Staff within the organisation
- Senior Managers
- Workers, Members and Trustees
- Projects and institutions across the organisation
- Colleagues and service users

Key External working relationships are with:

- All female service users of the organisation
- Third party suppliers
- Partners / Agencies / Likeminded organisations
- Contractors – providing agreed services on the organisation's behalf



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Related Competencies at Fully Effective Level

Efficient and Effective:

- Asks the “why do we do this?” question about tasks and processes.
- Positively challenges processes and ways of working.
- Contributes positively to delivery of the organisation’s VFM drive.

Customer focus:

- Anticipates service user issues and needs in advance and takes positive action.
- Is consistently confident and professional when dealing with service users.
- Will do that bit extra for the service user and will go the extra mile to help.
- Role models the importance of service user focus with others.
- Identifies and removes barriers to the delivery of service.
- Involves the service user in developing the service.
- Anticipates service user issues and needs in advance and takes positive action.
- Is consistently confident and professional when dealing with service users.

Working Collaboratively:

- Actively supports and promote agreed team decisions.
- Supports team spirit and diffuses potential problems and conflicts.
- Co-operates within own team and across teams, projects and institutions.
- Goes the extra mile to help colleagues.
- Champions teamwork by ‘living’ the organisation’s values in everything they do.

Organisational awareness:

- Makes sound decisions in difficult cases and implements practical solutions to problems.
- Takes account of the effect and impact on the organisation of their own actions.
- Actively promotes the work of Dawatul Islam UK & Eire’s with service users and colleagues.
- Demonstrates an understanding of the link between the strategy and operational activity.