**WBG Local Training & Partnership Coordinator**

**Job Description and Person Specification**

**Hours:**  30 hours (0.8 FTE). Possibility to extend to full-time subject to funding. We are happy to consider flexible working arrangements within the practical constraints of doing outreach work that meets the needs of a wide range of partners. Some out-of-hours working may be required for which TOIL will be given.

**Location:** Flexible within the UK – some London working for team meetings required. A mixture of office (Vauxhall, London)/remote working is possible. Travel to partners’ premises (within UK) will be required.

**Duration:** 18-month contract.

**Salary:** £31,000 (or £24,800 if 0.8 FTE).

**Holidays:** 28 days annual leave plus public holidays (pro rata for 0.8 FTE).

**Line management**: Reports to the Head of Research & Policy.

**To apply please complete and return the application form to** [recruitment@wbg.org.uk](mailto:recruitment@wbg.org.uk) **by 5pm on Monday 2 May. Please title your email *Training & Partnership Application.***

If you’d like to have an informal conversation about the role please contact the Local Data Project team at [ldp@wbg.org.uk](mailto:ldp@wbg.org.uk). A commitment to working with grassroots women’s organisations and an interest in using data to bring about change are two key requirements.

Interviews will be held on Monday 16 May 2022 (online).

**Purpose:**

The Women’s Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners. Our vision is of a caring economy that promotes gender equality. For over 30 years we have examined economic policy and asked, ‘who benefits?’.

We produce robust analysis and aim to influence the people making policy. We also work to build the knowledge and confidence of others to talk about feminist economics by offering training and creating accessible resources.

We are seeking a dedicated person to join the Women’s Budget Group as a Local Training & Partnership Coordinator. You will work in an exciting project to support local women’s organisations to work with data to achieve gender equality. You will be responsible for building partnerships with grassroots women’s organisations across the UK and to deliver training on accessing and using data to achieve feminist change.

Our Local Data Project aims to strengthen our links with grassroots women’s organisations and to build local feminist organisations’ capacity to access and use data (i.e. statistics and figures on women’s equality) in their own local campaigns and advocacy.

**The Local Training and Partnership Coordinator:**

The successful candidate will have experience in a training delivery role, in partnership and network building, and strong communication skills. You will be comfortable facilitating groups and able to work with organisations with diverse perspectives and approaches.

***Job Description***

**Key Responsibilities**

*Training design & delivery*

Work closely with the Head of Research & Policy to design a training programme that meets the needs of the local partner organisations and reflects WBG’s values and expertise.

Design effective training materials in various formats (e.g. video, PowerPoint, text, materials for learners with special needs, etc).

Deliver training workshops across the UK to local partners on local data access and use for feminist and equalities campaigns.

*Network building*

Work with the Local Data Project team to identify local women’s and equalities organisations, campaigns and place-based networks that would benefit from the project.

Build relationships with partners via face-to-face and Zoom meetings, email, telephone calls.

Use a pluralist approach in alliance and network building, working with a diverse range of perspectives and organisations within the feminist and other equalities movements.

Work with the Local Data Project team and project partners to assess their data access and expertise needs.

*Communications*

Work with the Local Data Project team to publicise the project for a variety of audiences. This may be through blogs, newsletter articles, briefings, speaking at events, etc.

Work with the Local Data Project team to develop text and videos for the project website.

Support local partner organisations in disseminating local research and outputs.

*Administration*

Monitor outcomes of the project including feedback from workshops, use of toolkits and engagement with website.

Provide administrative support for the organisation of meetings, training workshops and related events.

Support relationships with key stakeholders, including politicians, voluntary organisations, academics and think tanks.

*Ad-hoc Responsibilities*

Represent the Women’s Budget Group at meetings and conferences as requested.

Undertake own administration including correspondence and filing.

Undertake any other duties falling within the scope of the work.

***Person Specification***

***Training design and delivery***

Essential

A successful track record of delivering interactive training through a variety of media (e.g. online, face-to-face) using a wide range of methods (e.g. facilitation groups, lectures, etc).

A successful track record of assessing learning needs, designing effective training materials in various formats (e.g. video, PowerPoint, text), and evaluating measurable impacts.

Desirable

A successful track record of delivering training on access and use of public-domain data.

A successful track record of delivering training on women’s rights, violence against women, equalities or related fields.

Training certification or working towards one.

***Network building***

Essential

Experience of working successfully in partnerships.

Excellent communication and network-building skills.

Pluralist approach to alliance and network building, with the ability and willingness to work across different perspectives and with organisations with different approaches.

Desirable

Knowledge of and experience working with the feminist/women’s movement across the UK.

Own contact network with UK-based local women’s organisations.

***Communication Skills***

Essential

Excellent oral and written communication skills for a range of audiences.

High level of computer literacy and familiarity with Microsoft Office packages and remote-working tools e.g. Zoom, Slack, etc.

Desirable

An understanding of how to support varied access requirements, e.g. setting up closed captions, adapting printed material for dyslexic readers.

Experience of maintaining a website.

***Organisational Skills***

Essential

Some experience of event management e.g. organising seminars, report launches and/or member networks.

Ability to work on own initiative, to prioritise and manage own time in order to achieve objectives and deadlines.

***Interpersonal Skills***

Essential

Proven ability to work flexibly as part of a small team.

Commitment to aims of WBG and desire to promote women’s equality.