



Job Title: Women's Design Group Project Manager

JOB DESCRIPTION

A PURPOSE OF JOB

To be responsible for establishing Women's Design Groups in 12 designated London boroughs. The project is funded by London Councils and the goal is to increase community engagement and participation in local and regional planning and policy development. The project commenced September 2008 and will end August 2011.

B SUPERVISORY RESPONSIBILITY FOR:

1. the day-to-day management, training and supervision of any volunteers
2. any consultants or contractors employed to carry out specific pieces of work for the project

C RESPONSIBLE TO:

The Director.

D GENERAL REQUIREMENTS FOR ALL STAFF

1. to comply with WDS Equal Opportunities Policy
2. to comply with all other WDS policies and procedures
3. to incorporate WDS values into the work
4. to work towards the goals and objectives of the organisation
5. to represent the organisation in a positive way
6. to work co-operatively with other members of the staff team
7. to carry out reasonable additional duties as requested by the Director
8. to attend team meetings and other WDS meetings as required
9. to be flexible and adaptable
10. to learn new skills to meet the changing needs of the organisation.
11. to leave clear information for the organisation at the end of the project

E JOB DUTIES

E.1 To build relationships with the relevant planning authorities

- 1.1. to build strong relationships with the planning authority in each borough and with the Greater London Authority
- 1.2. to gain familiarity with the key planning issues and priorities for each borough and for London as whole
- 1.3. to organise training and information sessions and events for planners to increase their understanding of equalities issues in general and of gender issues in particular.

E.2 To carry out a baseline survey

- 2.1. to research existing numbers of women in relevant positions in each borough
- 2.2. to research policies which address gender in each borough

E.3 To recruit women to join the WDGs

- 3.1. to identify stakeholders with an interest in gender equality and the built environment within the areas of the WDGs
- 3.2. to build relationships with key stakeholders and create a contact database
- 3.3. to organise promotional activities targeted at a range of women including those from statutory bodies, built environment professionals, academics, community activists and women living in regeneration areas or other key neighbourhoods.
- 3.4. to arrange outreach activities for different groups including older women, younger women, women with disabilities, women from black and minority ethnic communities represented in the area of the WDG, lesbian women and women from different economic and social backgrounds

E.4 To organise training for the WDG members

- 4.1. to carry out a training needs analysis of group members
- 4.2. to organise training for WDG members to meet any technical requirements of engaging with the town planning process; eg reading drawings, understanding the design process, becoming familiar with planning and other relevant legislation, understanding regeneration issues, understanding disability access issues, understanding green issues and other technical matters identified by the groups.
- 4.3. to organise training for WDG members to meet personal development requirements; eg on public speaking, writing reports, making presentations

E.5 To capacity build the Groups so that they can function independently

- 5.1. to help the Groups create relationships with key decision making bodies in their areas
- 5.2. to help the Groups access establish objectives and priorities for their activities
- 5.3. to help the Groups access local funding
- 5.4. to work the Groups' to influence the planning system.
- 5.5. to work with the Director of WDS to develop a suitable exit strategy for the Groups.

E.6 to create a sustainable process for communication

- 6.1. to work with WDS staff to establish systems for communication and ongoing support from Women's Design Service to the Women's Design Groups
- 6.2. to work with WDS staff to establish mechanisms for the WDGs to feed in their findings, concerns, issues and recommendations to WDS to inform and improve our own knowledge and the advice that WDS provides to statutory and voluntary agencies.
- 6.3. to establish systems for the WDGs to communicate with and support each other

E.7. to involve the WDGs in planning and policy

- 7.1. to organise meetings between the Women's Design Groups and the planning authority in each borough
- 7.2. to ensure that information is provided for the WDGs in understandable and accessible formats



- 7.3. to work with the WDGs to help them make their views and ideas known to and implemented by the local or regional planning authority

E.8 Project Management

- 8.1. to set a milestone programme with WDS director to ensure delivery of project targets
- 8.2. to keep accurate records including photographs
- 8.3. to ensure that all information is systematically organised and filed
- 8.4. to develop and implement a monitoring and evaluation system for the project
- 8.5. to put all essential information onto CDs at the end of the project
- 8.7. to produce monthly reports for WDS Management Committee in the agreed format
- 8.8. to produce reports for funders in the format and to the timescales required
- 8.9. to be responsible for the project budget, in collaboration with WDS Director and Office Manager

JOB CONDITIONS

A. Job title and Grade

- 1.1. Title: Women's Design Group Project Manager
- 1.2. Salary £31,935 per annum pro rata inclusive of Inner London Weighting

B Conditions of Service

- 1.1. Hours of work: 17.5 hours per week
- 1.2. Holidays are 26 days pro rata, plus bank holidays pro rata
- 1.3. Travel and other expenses incurred during the carrying out of the job duties will be reimbursed subject to receipts being provided.

C Contract of Employment

- 1.1. The post is funded from 1 September 2010 to 31 August 2011.

D Induction and probation

- 1.1. An induction process will be provided. There will be a three month probationary period.

E Women only

- 1.1. This post is open to women only and is exempt under the Sex Discrimination Act 7(2)(e) 1975.

PERSON SPECIFICATION

		Essential	Desirable
Skills			
1	Community planning	✓	
2	Project management	✓	
3	Networking and forming good relationships with a range of people	✓	
4	Excellent verbal and written communication	✓	
5	Marketing, promotion, publicity		✓
6	IT - word, excel, PowerPoint, email, internet	✓	
7	Budget management		✓
8	Group facilitation skills	✓	
9	Ability to work with / relate to those with opposing views	✓	

	Knowledge		
1	How to reach women especially those from traditionally disadvantaged groups	✓	
2	How to engage with planning systems	✓	
3	Women's issues in relation to the built environment		✓
4	How voluntary organisations operate		✓

	Experience		
1	Paid and/or voluntary work in the community and/or voluntary sectors	✓	
2	Community planning	✓	
3	Working to effect policy change	✓	
4	Recruiting, coordinating & supporting volunteers	✓	
5	Liaising with decision makers	✓	
6	Managing budgets	✓	
7	Organising events	✓	
8	Experience working on women's issues and/or with women's groups		✓
9	Experience working on planning, urban design and/or other built environment issues	✓	