GO-WOMAN! ALLIANCE CIC

Support staff - Role Outline

Reports to: Project Coordinator

Type: Sessional worker

Hours: 4 hours per week (may vary)

Duration: Until October 2027

Deadline: 20th November 2026

Application process: Send a covering letter, along with your CV if you have one

Send to: cmi@cmiwomen.co.uk

Purpose of the Role

To provide administrative and practical support that keeps the project running smoothly, from engaging volunteers and promoting activities to delivering community and environmental events and keeping accurate project records.

Key Responsibilities

1. **Volunteer engagement:** Help recruit, register and induct street champions and buddies; coordinate rotas and keep in regular contact to keep them involved and supported.
2. **Community activities:** Help plan, set up and run community sessions and activities, including booking venues, preparing materials and welcoming participants.
3. **Environmental events:** Support the organisation and delivery of clean-ups, litter picks and other environmental events, including equipment, health and safety checks and risk assessments.
4. **Communications:** Provide content for social media posts, flyers, newsletters and updates to promote activities and share project successes, including photos and short case studies.
5. **Project records:** Support project co-ordinator to keep accurate attendance sheets, volunteer hours, registration forms, photo consents and activity logs.
6. **Monitoring and reporting:** Collect data, feedback and evidence to support progress reports to funders and partners.
7. **Partnership liaison:** Act as a point of contact with residents, local groups and partner organisations, and pass on queries and opportunities.
8. **Safeguarding and data protection:** Follow the organisation's safeguarding, health and safety and GDPR policies at all times.

GO-WOMAN! ALLIANCE CIC

Person Specification

Criteria	Essential	Desirable
Knowledge and understanding	Good understanding of the local community and the issues residents face. Commitment to equality, diversity and inclusion.	Knowledge of local environmental issues such as litter, fly-tipping and green spaces. Awareness of safeguarding and GDPR.
Experience	Experience of working or volunteering in a community setting. Experience of supporting events or group activities.	Experience of recruiting, coordinating or supporting volunteers. Experience of environmental or clean-up activities. Experience of collecting data or evidence for reports.
Skills and abilities	Good organisational and administrative skills, with accurate record-keeping. Good written and spoken English. Confident using email, Microsoft Word/Excel or similar. Able to communicate well with people from different backgrounds and ages. Able to work as part of a team and use own initiative.	Able to speak a community language such as Urdu, Punjabi, Mirpuri or Bengali. Confident using social media and creating simple publicity materials such as flyers and posts. Basic photography skills for recording activities.
Personal qualities	Friendly, approachable and welcoming. Reliable, positive and practical, with a "can-do" attitude. Respectful of confidentiality.	Enthusiasm for improving the local environment and bringing people together.
Other requirements	Willing to work flexibly, including some evenings and weekends for events. Willing to take part in outdoor activities. Willing to undergo an Enhanced DBS check.	First Aid certificate, or willingness to train. MUST be able to support some weekend work