



## **Project Manager required**

Initial 12 month contract (possibility of extension)

Are you passionate about eradicating violence against women and girls?

AVA (Against Violence and Abuse) is a leading UK charity committed to ending gender based violence and abuse. We work with survivors to champion evidence based change. We have particular expertise around multiple disadvantage and children and young people. Our groundbreaking work includes “Complicated Matters”, the Commission report “Breaking Down the Barriers” and the online resource “Ask AVA”. All of our projects involve meaningful roles for women with lived experience. Our portfolio of activities encompasses groundbreaking project and research work, face to face and online learning and survivor focussed consulting and evaluation work. We take a trauma and gender informed approach to all of our work.

### **Responsibilities of the post include**

- To lead, develop and manage projects relating to all forms of gender based violence.
- To contribute to project and policy work across AVA, including training and consultancy work.
- To build and manage strong partnerships for AVA both within the Violence Against Women and Girls (VAWG) sector, and beyond.
- Working with Experts by Experience to deliver survivor focussed research and recommendations.

### **Requirements of the post include**

- An understanding of the issues around gender based violence
- An ability to produce high quality research and policy reports, involving both qualitative and quantitative data
- A commitment to working with survivors to end violence against women and girls

This is a full time post, but we would be willing to consider a four day a week contract or individuals who wish to apply together as a job share (we cannot broker job sharing

arrangements). We offer a degree of flexible working. The post will initially be home based due to Covid restrictions, although our office is Covid secure and the successful candidate must be able to attend regularly at our office in Vauxhall, South London once that resumes.

**We are hoping that the successful candidate will be able to start in June 2021.**

Further information follows in this job application pack, including a job description, person specification, and equal opportunities monitoring form.

Applications should consist of:

- Your CV which must include details of your education, qualifications and any relevant training, your employment history and 2 referees.
- A covering letter, no more than 2 sides of A4 in total, which outlines why you want the job and your skills, experience and knowledge in relation to each of the points in the person specification.
- A completed equalities monitoring form.
- Details of when you would be available to start the post if successful.

Please send your application to [maria.dardagan@avaproject.org.uk](mailto:maria.dardagan@avaproject.org.uk) by 9am on Tuesday 4th May 2021. Interviews will take place via zoom on Tuesday 11th May 2021.

By making an application you are stating that you are legally entitled to work in the UK. The appointment will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and references.

AVA is an equal opportunities employer. We particularly welcome applications from Black and Minoritised candidates who are currently underrepresented in our staff team.

## Job Description

Job Title: **Project Manager**

Location: Greater London/Home based if willing to travel to London on a regular basis

Salary: £38,341 pro rata

Probationary Period: Three months

Notice: 3 months notice is required on either side

Leave: 26 days per annum pro rata

Hours of Work: 35 hours per week

Reporting to: Policy and Communications Director

Pension: 4% employers match contribution

Appointment will be subject to an enhanced satisfactory Disclosure and Barring Service (DBS) check and references.

**Role overview:** To lead, develop and manage projects relating to all forms of gender based violence. To contribute to project and policy work across AVA, including training and consultancy work. To build and manage strong partnerships for AVA both within the Violence Against Women and Girls (VAWG) sector, and wider.

### Key responsibilities

- To lead on projects for AVA as determined by the Directors and Chief Executive. This includes responsibility for ensuring key milestones are met, managing the budget and liaising with partners and funders.
- To contribute to projects managed by other members of the AVA team.
- To develop and foster constructive relationships with partners and potential partners in the VAWG sector, and beyond.
- To develop new and innovative projects for AVA that contribute towards our mission of ending gender based violence, and to contribute towards securing funding for them, including input into the drafting of funding bids.
- To be proactive in identifying new opportunities for AVA to influence the debate around gender based violence and the delivery of services for survivors, and to contribute to these debates on AVA's behalf.
- To deliver consultancy projects on behalf of AVA. This will include liaising with the customer, delivering the work in a way that ensures key milestones are met and that the work is delivered to a high standard and managing the budget.
- To act as an ambassador for AVA, representing us on committees and other groups, and contributing to raising the profile of the charity and our key messages, including through social media.
- To contribute to AVA's training programme.

- To play a full role in the life of AVA, including attendance at team meetings.
- To manage staff and volunteers when appropriate.
- To undertake any other tasks commensurate with the post at the request of the Directors or Chief Executive.

## **Person specification**

### **Essential requirements**

1. Knowledge of a wide range of Violence Against Women and Girls related issues.
2. An ability to produce high quality research and policy reports, involving both qualitative and quantitative data.
3. An ability to work to a deadline.
4. Excellent time and project management skills, with an ability to manage multiple projects and tasks.
5. Good communication skills, with an ability to make a case in meetings and through social and other media.
6. Experience of inter-agency and/or partnership working.
7. A non-judgmental approach to survivors of gender based violence and women experiencing multiple disadvantage.
8. A commitment to taking an intersectional and anti racist approach to all aspects of our work.
9. Good IT skills and the ability to be administratively self-servicing.
10. Ability to work independently and as part of a team.

### **Desirable requirements**

1. Experience of working directly with women or children affected by gender based violence and abuse, either as an employee or a volunteer.
2. Experience of delivering training on gender based violence and abuse or multiple disadvantage/trauma informed approaches.
3. Experience of contributing to fundraising bids.
4. Experience of managing all or part of a project budget.

### **Please complete the Equalities Monitoring Form**

[https://docs.google.com/forms/d/e/1FAIpQLSdPjDGwpB-duBFyGruSPIJMmhsKPgirtZUs93o3Kh5MhbtRsg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdPjDGwpB-duBFyGruSPIJMmhsKPgirtZUs93o3Kh5MhbtRsg/viewform?usp=sf_link)