



August 2019

Dear Candidate,

MEMBERSHIP MANAGER, End Violence Against Women Coalition

Thank you for your interest in the post of Membership Manager at EVAW. In this pack you will find:

- A Job Description and Person Specification
- A request to fill in our Equalities Monitoring Form if you make an application (which you need to download separately from the Jobs section of our website)

Please send your **CV and a covering letter**, addressing how you meet the requirements in the person specification, together with the equalities monitoring form, to us **by 12pm on Friday 4 October**.

Applications should be sent to rosie.parratt@evaw.org.uk. Please enter '**MEMBERSHIP MANAGER**' in the subject box. We are only able to consider applicants who have the right to work in the UK.

Interviews will be held week commencing Monday 4 November in central London.

This is a full-time post but we will consider applications for four days per week (at 80% pro rata). We positively welcome discussions for proposals for flexible working. Some out of hours work may be required.

If you have any questions about the role please contact us, telephone: 020 3735 8219.

Yours sincerely,

Sarah Green
Director, End Violence Against Women Coalition

MEMBERSHIP MANAGER, EVAW COALITION

Full-time, 5 days per week (4 days/week or other Flex proposals will be considered)

Salary: £38,000 (incl ILW) (This is a minimum and the organisation is currently undertaking a salary review.)

Other benefits: Pension scheme (8% employer contribution), train/bike loan, centrally located office (close to Vauxhall/Westminster), flexible working arrangements will be considered

Reports to: EVAW Director

Regular UK wide travel, including some overnight travel, required

ABOUT THE END VIOLENCE AGAINST WOMEN COALITION

The End Violence Against Women Coalition (EVAW) is a UK-wide coalition of women's organisations and supporters working to end all forms of violence against women and girls.

Gender based violence is not inevitable and good public policy and practice can and should address it. But it has to be a priority. Over the last few decades the women's movement in the UK set up the first refuges, Rape Crisis helplines and BME women's groups to provide support and to challenge deep cultural ideas about the acceptability of violence in intimate relationships and men's entitlement to control women. These organisations have always campaigned for change as well as providing support and protection.

In 2005 women's groups from across the UK set up the End Violence Against Women Coalition to try and address the ongoing marginalisation of forms of abuse beyond domestic violence, and the persistent failure to try and prevent violence against women and girls in the first place. EVAW members include frontline support services as well as researchers, lawyers and activists. We aim to bring EVAW members' key concerns and knowledge about what is happening in women's lives to Government, in a sector which is predominantly service provision. EVAW policy and campaigning priorities come from our members.

Current priorities for EVAW include: campaigning for justice and real social change in response to sexual violence and harassment; influencing work towards change in education policy so that schools are safe and equal for all girls; and campaigning to protect independent women-led support services.

The new Membership Manager will work with EVAW's Directors to make membership work at EVAW a core priority. The Membership Manager will lead the development of EVAW's Membership Strategy; will help us review current membership and reach out to women's groups where we lack knowledge and connections to different women's lives;

will review and improve the way we communicate with EVAW's members; and overall will ensure that EVAW members are clearly centred and enabled to drive the work we do.

JOB DESCRIPTION

Overall purpose: To lead EVAW's membership development and communications work in order that EVAW's members are at the centre of the organisation's work

KEY ROLES AND RESPONSIBILITIES:

1. Develop and manage EVAW's membership strategy

- Advise the Directors and trustees on the revision and development of the membership strategy, ensuring good regional representation and with strong attention to intersecting inequalities
- Work with the EVAW Board's Membership Subgroup to develop the Membership Strategy; and advise EVAW Directors and trustees on how to ensure EVAW's governance allows effective participation of members
- Lead annual evaluation of membership work and annual survey of member views and experiences

2. Establish and maintain regular communications between EVAW and members, which are genuinely two-way

- Develop and maintain better systems for regularly contacting and consulting with EVAW members, allowing them to better input into EVAW's agenda
- This to include: online communications including regular newsletter/bulletins, and also 1-2-1 contact with members
- Facilitate EVAW's quarterly Member Forum meetings; the AGM; and EVAW's ad hoc policy networks
- Visit & liaise with members in order to ensure voice & representation is embedded and reflected in EVAW's work.

3. Ensure the expertise and experience of EVAW's members is embedded in EVAW's policy and campaigning work, taking intersecting inequalities into account at all times

- Advise colleagues and members on EVAW policy positions based on EVAW members' knowledge and experience

- Support the design and the delivery of EVAW campaigns which are relevant to and directly useful for members (eg producing and sharing template materials for members to use in their areas)

4. Input into whole team campaign planning

- Work closely with EVAW colleagues and members to design and deliver strategic campaigning on VAWG
- Share some broader campaigning related tasks as directed in EVAW's small, busy team

5. General participation in delivery and development at EVAW

- Attend team meetings
- Engage in supervision & appraisal process
- Contribute to EVAW staff development
- Identify own development needs

PERSON SPECIFICATION

These qualities will be assessed in your written application and at interview stage, if shortlisted, where there may also be a short written test or a pre-prepared presentation (which you will be notified of when given news you have been shortlisted).

Essential

1. Strong knowledge of the different forms of VAWG, and the organisations and activism which have arisen to challenge them; and a sound understanding of intersecting inequalities impact women's experience of VAWG
2. Experience of working in a VAWG organization
3. Experience of outreach and building networks with new people and organisations
4. Experience of membership liaison work, including communications and event management
5. Understanding of current local and national policy in relation to VAWG
6. A sound understanding of how violence against women and girls is deeply connected to women's inequality; and a clear understanding of how BME women, disabled women, younger women and girls, and LBT women's experience of VAWG is specific and can feature greater barriers to accessing support and justice

7. A clear commitment to anti-discriminatory practice and behavior
8. Ability to work sensitively and ethically with survivors of violence
9. High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team
10. Excellent oral and written communications skills
11. Willingness to travel

Desirable

1. Interest in and understanding of campaigning strategy and public affairs and communications techniques
2. Significant event management experience
3. Media experience, and experience of using social media in a policy and campaigns context
4. Ability to set and manage project budget
5. Useful regional contacts

Thank you again for your interest in working for EVAW, and please do not forget to fill in and return the Equalities Monitoring Form, which is available to download from the Jobs section of our website alongside this job pack. This form will be separated from your application and used only for monitoring purposes.

ENDS