



Ethnic Minorities Law Centre

Providing access to justice

ETHNIC MINORITIES LAW CENTRE

41 ST VINCENT PLACE

GLASGOW

G1 2ER

TEL: 0141 204 2888

POST OF PROGRAMME MANAGER

35 HOURS PER WEEK

£35,319 per annum

INFORMATION PACK FOR APPLICANTS

1. Person Specification
2. Job description
3. Application form
4. Further Particulars
5. Equal Opportunities Policy (Summary)



LOTTERY FUNDED

Ethnic Minorities Law Centre
Programme Manager

Person Specification

Knowledge and abilities	Graduate or equivalent educational qualifications or equivalent work experience	Essential
	Ability to devise development plan	Essential
	Ability to plan, design and implement training programmes	Essential
	Ability to analyse data, devise and implement effective monitoring and reporting systems	Essential
	Ability to manage and motivate a team of staff	Essential
	Ability to work under pressure and as part of a small team including working with volunteers.	Essential
	Ability to carry out work and manage duties with minimal support and supervision.	Essential
	Ability to engage, establish partnership agreements and network across the voluntary and community agency sectors and statutory bodies	Essential
	Knowledge of an ethnic minority language.	Desirable
Skills and experience	Minimum 3 years project and staff management experience	Essential
	Proven experience of project strategic planning	Essential
	Excellent innovation, analytical and problem solving skills.	Essential
	Excellent, effective and adaptable communication skills	Essential
	Proven experience of management and leadership skills	Essential
	Proven experience of project report writing	Essential
	Proven experience of devising and implementing effective monitoring and reporting systems	Essential
	Proven experience of fund raising	Essential
	Experience of working with ethnic minority communities including and understanding of cultural awareness.	Desirable

Other Requirements	Willingness to work flexible hours outside usual office hours, including evenings and weekends and undertake travel within Scotland including occasional overnight stay	Essential
	Commitment to Equal Opportunities.	Essential

ETHNIC MINORITIES LAW CENTRE

Programme Manager

JOB DESCRIPTION

POST:	PROGRAMME MANAGER
SALARY:	£35,319
RESPONSIBLE TO:	PRINCIPAL SOLICITOR
AREA OF RESPONSIBILITY:	LEAD EMLC'S EQUALITIES AND CAPACITY BUILDING PROGRAMME

JOB PURPOSE

The primary objective of this post is to lead the Equalities Capacity Building Programme and be responsible for the day to day management of the Project including line management of Project staff, development of planning and support arrangements in line with the EMLC's aims and objectives and overall strategy for capacity building.

To undertake development work in conducting baseline assessment of voluntary and community advice organisations and devising support programme, training and development plan.

To build partnership agreements with voluntary and community advice sector such as Citizens Advice Bureaux and advice agencies

DIMENSIONS

The law centre covers wide geographical areas which include Glasgow City, City of Edinburgh, North & South Lanarkshire, the Highlands and seven other Local Authorities.

The Equalities and Capacity Building Programme will cover a wider geographical area with a gradual roll out of the exiting areas and spreading to the Lothian's in the East and Aberdeen in the North of Scotland.

The Equalities and Capacity Building Programme will employ Programme Manager, two Training Co-ordinators and two Administrators.

ROLE OF THE POST

- To liaise and build relationship with voluntary and community advice sector agencies and carrying out baseline assessments.
- To cultivate, maintain and enhance inter-agency relationships.
- To forge and maintain links with the city and local authorities.

- Undertake direct work with voluntary and community advice sector agencies and co-ordinate signature of partnership agreements and referral protocol.
- Lead the programme delivery process, coordinating the dedicated teams (Voluntary and advice sector agencies, Sessional and External Trainers.
- To devise development plan in accordance with remit of Equalities and Capacity Building Programme and results of baseline assessments
- To manage the service in compliance with the organisational policies and procedures including relevant external regulations.
- Manage all Project related activities including organisation of training programmes and second tier advice working in collaboration with sessional trainers/legal staff.
- To devise and implement effective monitoring systems to review delivery of training, referral and second tier advice ensuring activities are being carried out in accordance with development plan.
- To analyse performance data overseeing Project progress and identify key tasks, targets and outcomes anticipated in line with the Development Plan and devise future strategies.
- To lead, motivate and manage Project Team with effective communication and reviewing Project progress and formulating plans for future actions.
- To oversee and manage logistics of delivery of training sessions including content of training programme, packs and materials.
- To attend Project Steering Group Meetings with partner advice agencies and provide update reports to Principal Solicitor and EMLC Board of Directors.
- To prepare or assist in the preparation of Project reports, articles and information leaflets.
- To organize and oversee regular external project evaluation and devise findings appropriately into future development plans.
- To work in partnership with the Project Team to devise and implement strategies for future funding and management of the Project.
- To ensure Project meeting targets and delivered within agreed budget.
- Undertake travel within Scotland as necessary in carrying out duties and building partnership links with voluntary and community advice agencies.
- Undertake any other duties as may be reasonably required.

COMMUNICATION & WORKING RELATIONSHIPS

The post-holder will be expected to be a highly organized and articulate professional with experience of Project management.

The post-holder will be expected to have excellent communications skills and the ability to develop working relationships with all relevant external agencies.

The post-holder will be expected to develop communication and working relationships with all sections of the workforce and the ability to lead and motivate others.

The post-holder will be expected to get involved with all aspects of the Project, having strong analytical skills and the ability to multi-task and be a skilled problem solver with proven ability to work autonomously as well as part of a team.

ASSIGNMENT & REVIEW

The post holder is line managed by the Principal Solicitor and accountable to the Board of Directors.

An appraisal system operates within the law centre requiring the post-holder and the line manager to meet at least once per-month with quarterly reviews throughout the year.

MOST CHALLENGING ASPECTS OF JOB

- Working in spirit of partnership with variety of voluntary and community advice agencies
- Delivering the Key Result Areas of the Equalities and Capacity Building Programme

All EMLC employees are expected to:

- Work within the spirit of EMLC Equal Opportunities Policy at all times.
- Take due care of their own Health and Safety and that of others in their working environment.

ETHNIC MINORITIES LAW CENTRE
APPLICATION FOR POST OF PROGRAMME MANAGER (Glasgow)

(Please complete this form in BLACK INK, BALL INK or TYPE)

Please do not send any other documents. All relevant details should be entered on this form using continuation sheets, if necessary.

Title of post applied for:		Job Ref:	
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1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
<Town>	<Post Code>	Fax No:	
E-Mail address:		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			
Preferred work arrangements:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 30 hrs a week		

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
<Town>	<Post Code>		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are not available for interview:			

4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position held	Reason for leaving	Final grade/salary	Dates of employment
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>				
Description of duties:				
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>				

Description of duties:				
<Name of Employer>				
<Address 1>				
<Address 2>				
<Address 3>				
<Post Code>				
Description of duties:				
<Name of Employer>				
<Address 1>				
<Address 2>				
<Address 3>				
<Post Code>				
Description of duties:				
Have you had any material (e.g. <<1 year>>) gaps in your employment? yes. If yes, please provide relevant details:				

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

6. OTHER INFORMATION

Criminal Convictions

Do you have any previous criminal convictions? If so please state the type of conviction, date convicted and any penalty imposed.

Yes

No

If Yes, please provide further details:

7. REFERENCES

Referee 1		Referee 2	
Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
<Town> <Post Code>		<Town> <Post Code>	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

CLOSING DATE FRIDAY 17TH FEBRUARY 2012

PLEASE RETURN A HARD, SIGNED COMPLETED APPLICATION FORM
MARKED
PRIVATE AND CONFIDENTIAL
USING REF: *ECBP/PM/2012* TO:

Rosie Sorrell,
ETHNIC MINORITIES LAW CENTRE
41 St Vincent Place
Glasgow
G1 2ER

**PLEASE NOTE THAT ANY PARTICULARS OR ANSWERS FOUND TO
BE FALSE WITHIN YOUR KNOWLEDGE WOULD RENDER YOU
LIABLE TO DISQUALIFICATION OR - IF APPOINTED - TO DISMISSAL
FROM THE POST**

FURTHER PARTICULARS

THE LAW CENTRE

The Ethnic Minorities Law Centre is funded by the Big Lottery for our Equalities Capacity Building Programme until June 2013. The aim of the Equalities Capacity Building Programme is to work with intermediary bodies and frontline agencies to build their capacity to address the unmet legal needs of Black and Minority Ethnic (BME) clients, and to deliver quality, culturally sensitive services. Building on the existing partnership work with Citizens Advice Scotland, the Equalities Capacity Building Programme will be rolled-out across Scotland to increase access to justice for the BME communities across the voluntary and community advice sector, through the provision of a structured programme of support tailored to the individual needs of advice agencies. This will involve a comprehensive training programme in our subject practice areas and in the fields of cultural awareness, legislation, equalities and diversity.

The Ethnic Minorities Law Centre was established in 1991 to meet the legal needs of the ethnic minority communities in Glasgow in a bi-lingual and culturally sensitive setting, providing specialist legal advice in relation to the following areas of law: Immigration and Nationality; Asylum, Refugee and Human Rights; Employment and Discrimination. This service expanded in 2001 to cover 11 local authority areas outlining Glasgow city, supported by a Community Fund grant and by the relevant local authorities. Two of these authorities, North and South Lanarkshire, joined together in 2005 to fund the Pan-Lanarkshire Project, which employs a Solicitor and Administrative office to provide our service in the Lanarkshire areas and to work in partnership with the Lanarkshire CABx. EMLC has always maintained a volunteering project as part of its commitment to the development of individuals' skills and experience.

In addition, EMLC has secured funding over the past few years to establish a Female Support Project, which provides support and information to female asylum seekers and refugees, and a Youth Discrimination Project, which employs a youth worker and solicitor and provides legal advice to young people suffering from discrimination and raises awareness of rights.

In 2006 we expanded our services with the opening of a branch office in Edinburgh. The Edinburgh office functions as a branch of the Ethnic Minorities Law Centre, extending provision of our services to the Edinburgh area. As part of this project EMLC is working in partnership with the local Citizens Advice Bureaux based on the successful Pan-Lanarkshire model.

More recently, we have obtained funding based on this model to extend our legal services to the Highland Council area, and through funding from the Scottish Legal Aid Board, have now also been able to establish a legal advice and representation service in the Aberdeen City and Aberdeenshire areas to provide free legal advice and representation to BME communities who are facing difficulties as a result of the economic downturn.

There are currently 26 staff across the Glasgow and Edinburgh offices consisting of the Principal Solicitor, General Manager, legal staff and administrative support staff. The Board of Directors are responsible for deciding EMLC's strategy and objectives and general policy issues.

SUMMARY OF EQUAL OPPORTUNITY POLICY

1. The Ethnic Minorities Law Centre is committed to Equal Opportunities both as a service provider and as an employer
2. It exists to take positive action regarding the unmet legal needs of ethnic minorities, and is committed to ensuring that its service is available to all sections of the ethnic minority communities. To this end it monitors service uptake to ensure this reaches those most in need.
3. The Ethnic Minorities Law Centre is committed to ensuring that equal opportunities (except for any posts exempted under the Sex Discrimination or Race Relations Acts) exist in all aspects of its employment, and that no person is discriminated against by the operation of criteria not relevant to the post concerned.
4. All Board members and all employees are responsible for ensuring the effectiveness of the Equal Opportunities Policy. The Policy will be subject to Review at least every three years to ensure its effectiveness. Training will be made available as appropriate for staff and Board members to enable them to carry out this duty.