

idle women

Job description and information For female applicants

idle women caretaker – women's group coordinator

idle women is recruiting a caretaker to plan, coordinate and facilitate women's access at our two sites and various projects in Lancashire. This is an active engagement and outreach role for an independent worker. It requires excellent organisational skills, the flexibility to work with and relate well to women in a range of circumstances and the creative ability and enthusiasm to plan, respond and deliver an engaging creative programme to inspire and engage women. Working at two outdoor sites in Nelson and Accrington, in our office in Blackburn and onboard the Selina Cooper narrow boat this post will suit someone who is women centered, who loves the outdoors and the challenge of off site-specific projects. We are looking for someone with a sense of adventure who wants to create wonderful spaces with and for women.

To Apply

Please complete the online form: [Link here](#)

<https://goo.gl/forms/Ni7cJA31ICwzrjPn2>

Deadline: Saturday 23 Feb (midnight)

Interviews: Thursday 28 February in Blackburn

idle women

Introducing idle women

idle women offers a place for all women and girls to belong.

idle women is a multifaceted arts and social justice project formed to create inspired, vibrant and adventurous spaces with women and girls in places where they are least imagined.

Since establishing *idle women* in 2015 we have developed projects with women **on water** including the design, build and tour of the **Selina Cooper** bespoke narrow boat and residential workshop space, **in bricks and mortar** to establish physical and digital tool libraries created through workshops in construction and trade for women and **on land** the purchase of land in trust for women and the start of a seven year project to create the UK's first **Physic Garden** for women and girls and it's sister project the **Nursery** sited in a bowling green, providing a place for ideas to grow.

We work to directly address the lack of diverse womens representation in the arts and we stand against all forms of violence against women and girls. We work exclusively with women, creating paid, visible, celebrated and supported opportunities.

We outreach to women who face the most barriers by creating lasting relationships with specialist women's providers' - refuges, womens centers', and specialist BME services.

Our projects find creative ways to secure sustainable space, working to womens strengths with ambition, adventure and a bold sense of potential.

The idle women office is in Blackburn town centre and our projects take place predominately in Nelson, Accrington, and Blackburn. idle women is a small and ambitious project, it is run by Rachel Anderson and Cis O'Boyle, Press is managed by Janette Scott and we currently work with two consultants Menisha Gela and Elaine Price who are supporting our governance and fundraising. We employ freelance project workers on a project basis and are supported by a board of eight female trustees.

idle women have been awarded the Arts Council Ambition for Excellence Award, The P.E.A (People Environment Achievement) Award for art 2018 and were runners up in Living Water Ways Award for community Engagement 2018.

idle women

idle women caretaker – women's group coordinator

idle women is recruiting a caretaker to plan, coordinate and facilitate women's access at our two sites and various projects in Lancashire. This is an active engagement and outreach role for an independent worker. It requires excellent organisational skills, the flexibility to work with and relate well to women in a range of circumstances and the creative ability and enthusiasm to plan, respond and deliver an engaging programme to inspire and engage women. Working at two outdoor sites in Nelson and Accrington, in our office in Blackburn and onboard the Selina Cooper narrow boat this post will suit someone who is women centered, who loves the outdoors and the challenge of site specific projects. We are looking for someone with a sense of adventure who wants to create wonderful spaces with and for women.

The women's group coordinator will work directly with Rachel and Cis as a key member of the idle women caretaking team.

£20,000 pro rata for 28 hours per week (£1,244 per calendar month)

*Fixed term freelance contract from March – October 2019

*We are working towards securing this post over a longer term in which case it would become PAYE fixed term post from October 2019.

Locations:

Office: idle women, Second Floor, Unity House 49 - 51 Preston New Road, Blackburn, Lancashire, BB2 6AE

Physic Garden & Selina Cooper Narrow boat: Hargreaves Street, Nelson, Lancashire

Nursery: Bullough Park, Accrington, Lancashire

Hours:

28 hours per week (approximately 4 days)

Flexible hours that will include some evenings and weekends

Access: Office is accessible by lift, Physic garden and Selina Cooper are not (currently) wheelchair accessible and include uneven surfaces and steps, they have nearby parking and the Nursery has flat ground level access and near by parking.

idle women

BACKGROUND – ENGAGEMENT & OUTREACH

OUTREACH

Idle women outreach to women who face the most barriers by creating lasting relationships with specialist women's providers' - refuges, womens centers', and specialist BME services.

We create projects and places for women who have experienced gender based violence and are at points of transition eg. women who are moving from living in refuge to independent living and women who have completed the support provided by specialist services.

Our outreach projects are developed in partnership with women's service providers and are private groups. We support individual women's access by offering transport/or expenses and sustenance as necessary

Our projects are women centered, developed with individuals and groups over time, we are not a therapeutic provision but our activities and carefully created spaces are encouraging, supportive, empowering and creative.

Our current delivery partners include Humraaz Support Services and Lancashire Women.

PUBLIC SESSIONS

We offer open access sessions which welcome all women & girls (under 16's accompanied by an adult) These sessions are attended by local women and women who visit from further away, they are social, active and creative and women can join in or just be part of the group as they wish.

We promote these opportunities through local service providers and support women who face the most barriers to access so that they can also join in as well as through other public channels.

idle women

JOB DESCRIPTION

- Responsible for organising a year round timetable of provision for two outreach groups and two public groups (four groups meeting weekly in spring & summer)
- Create and maintain positive relationships with local service providers including refuges and DV support services.
- Planning and delivering activities –artistic, social and environmental.
- Contracting and managing freelance creative practitioners, specialists and relevantly qualified individuals to deliver aspects of some projects.
- Collaborating with other practitioners and specialists to deliver programmes
- Co-coordinating access support – mini bus, travel costs, language translation, refreshments and lunches as necessary
- Support and maintain women to be part of and attend groups regularly.
- Support and develop a role for women who wish to become volunteers.
- Budget affectively and manage expenditure in line with budget
- Feed into fundraising bids and take the lead on developing some fundraising.
- Manage and care for the collection of necessary monitoring information for funders and contribute to report writing and evaluation.
- Uphold best safeguarding practice at all times
- Ensure that activities are suitably risk assessed and safely managed and that appropriate procedures are in place for working with communities and public events
- Work with idle women PR manager to ensure that projects are appropriately and safely documented and profiled on website, social media and press
- Regularly promote idle women’s activities via social media, word of mouth and other relevant platforms.
- Being an advocate for idle women and joining the idle women community.
- Acting at all times within the context of idle women’s policies and procedures, in particular Equality and Diversity, both within delivery of service and treatment of employees, collaborators and colleagues

idle women

PERSON SPECIFICATION

Ideal

This is a list of qualities we will be looking for in a candidate. We are also keen to hear from those who have transferable relevant skills and are willing to learn.

- Women centered.
- Adventurous.
- Enthusiasm for the outdoors and natural environment.
- Enthusiasm for creativity with an understanding of different creative practices and approaches.
- Aspirations for excellence and can demonstrate criticality – strives towards high quality engagement and standard of delivery
- An interest/or developing interest in contemporary art and theatre practice particularly in relational/collaborative practice.
- Interest/or developing interest in plant medicine, herbal medicine, garden design, horticulture and construction.
- Based in the North West with own transport
- Excellent communication skills
- Can demonstrate experience of working within a small team and working independently
- Can demonstrate skill and transferable/experience of outreach work with adults who have a diverse range of needs and expectations.
- Ability to work on own initiative.
- Can demonstrate adaptability and complex problem solving.
- Have integrity and ability to honor confidentiality
- A working practice of good risk management for issues of health and safety and when working with vulnerable adults and children.

Desired

- Have experience of working in the arts sector
- Experienced in the voluntary/women's sector
- Can demonstrate experience of working with diverse communities and in collaboration with non-arts sectors to deliver arts/creative projects.
- Understanding/analysis of violence against women and girls and shares our passion to end it.
- Can demonstrate a basic knowledge of fundraising with some past success
- Have own computer.
- Urdu/Punjabi/Gujarati/English speaker
- A commitment to raising the profile & equality of women in the workplace.

idle women is an equal opportunities employer.

The above post is for female candidates only and exempt under the Equality Act 2010, Schedule 9, Part 1

All posts are subject to satisfactory references and Enhanced DBS checks.