



## LATIN AMERICAN WOMEN'S RIGHTS SERVICE (LAWRS)

### Job Description

<b>Job Title</b>	<b>Community Organising Officer</b>
<b>Reports to</b>	Policy and Communications Coordinator
<b>Hours per Week</b>	14 hours per week
<b>Contract</b>	31st March 2022, fixed term.
<b>Salary</b>	£28,650 per annum pro rata
<b>Pension</b>	Government Workplace NEST Pension Scheme
<b>Responsible for</b>	1-2 VAWG programme volunteers

### Job Purpose

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The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs and facing barriers to social protection.

LAWRS social change team reflects our inclusive approach to developing policy, advocacy and campaigning work by centring the experience of the most marginalised and excluded women to call for social justice. By enabling the participation of women with lived experience in policy and campaigning work our social change team promotes a holistic, rather than issue based, understanding of the human rights violations experienced by Latin American migrant women in order to tackle systemic barriers that heighten migrant women's vulnerability to abuses and which bars them from exercising their rights, accessing justice and leading violence free lives.

The post holder will be responsible for the design and delivery of community organising work, building up on our existing community organising programmes with women workers and survivors of gender-based violence. The Community Organising Officer will enhance the capacity of groups of Latin American migrant women to organise themselves around key issues, in a way that is sensitive to intersectional experiences.

## Main accountabilities

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1. To facilitate existing and/or new groups of migrant women activists to enable them to organise themselves around the issues that they find most pressing; enable their engagement in LAWRS' campaigning and policy work, and influence the power structures that affect their situations, by:
  - Opening political spaces where activist women affected by specific issues are able to work together in sisterhood, debate, find commonalities, strategise, and implement actions for change.
  - Facilitating existing and/or new groups of migrant women activists and support the groups' campaigning and action plans.
  - Organise, co-ordinate, and/or run workshops, discussion forums, assemblies and actions related to the campaigning work of the groups.
  - Develop and facilitate a training programme for migrant women that is co-designed with participants, covering skills and knowledge necessary to effectively implement the group's strategies.
  - Identify, recruit, and support women directly affected by, or interested in, pursuing social change on key issues, and enable the participation of underrepresented groups (e.g. pregnant women, elderly women, young women, LBT women, disabled women, Afro-descendants).
  - Support Latin American and other migrant women when relevant, to organise themselves and lead collective actions for social change.
  - Work closely with the Policy and Communications team to ensure that Latin American women are able to engage in LAWRS advocacy and policy work.
2. To engage participants in activities to develop leadership and action for change, by:
  - Supporting a core group of participants to develop the skills for effective activism and campaign activities.
  - Promoting self-awareness and self-esteem and development of critical skills.
  - Engaging participants in planning, implementing and evaluating activities.
  - Supporting all project participants to safely and effectively deliver and run their own projects and campaigns.
  - Engaging participants in supporting the development of user-led activities within LAWRS, particularly its policy, advocacy and campaigning work.
3. To recruit participants and promote LAWRS community organising activities and results:
  - Making use of the online and offline distribution channels available to LAWRS
  - Contributing to developing new ones and/or developing the organisation's networks.
  - Designing, coordinating and distributing publicity materials for the project.
  - Working closely with LAWRS colleagues to ensure that the organisational expertise experience is reflected in the material.

4. To effectively carry out all relevant administrative tasks as delegated by your line manager, including:
  - Supervising and/or implementing monitoring and evaluation activities as required.
  - Collating data and producing internal and external reports.
  - Consider the cost at all project stages and keep the running of activities within the budget.
  
5. To maintain up to date knowledge of the legal, practical, and social factors involved in addressing migrant women's inequalities, including VAWG and labour exploitation, by:
  - Attending training, events, conferences, and other development opportunities in agreement with your line manager.
  - Maintain an up-to-date knowledge of effective strategies and emerging technologies in grassroots mobilisation and social change to inform the organisation.
  - Sharing knowledge and relevant information internally within and beyond the team as relevant.
  - Attending regular one to one sessions and other meetings as required.
  
6. Other accountabilities:
  - Represent LAWRS in meetings, fora, events, and with other contacts with other organisations and other relevant stakeholders.
  - Keep informed about political developments affecting migrant women in London and the UK.
  - Ensure that LAWRS is affiliated and is active within relevant networks and forums, as well as part of other existing campaigns to further, preserve or defend the rights of migrant women survivors of VAWG and labour exploitation.
  - To participate in the process of planning and updating strategic and operational plans, as well as other organisational priorities, including producing guidelines for LAWRS community organising work, including: power map analysis, membership base of activists, one-to-one conversations and listening campaigns.
  - To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
  - To carry out any other duties appropriate to the post as requested by your line manager to ensure the effective delivery and development of the service and the smooth running of the organisation.

Other requirements of conditions of the role:

1. Work will normally be based in LAWRS' offices in Southwark, involves outreach activities, and working Saturdays.
2. The post holder needs to undergo Disclosure and Barring Checks.
3. Flexibility to work occasional evenings and weekends as required.

## Person specification

<b>Experience</b>	<b>Application Form</b>	<b>Interview</b>	<b>Exercise</b>
1. Demonstrable experience in political activism and community organising.	✓	✓	✓
2. Demonstrable experience managing groups, including recruiting and engaging members, facilitating decision-making processes, and managing conflict.	✓	✓	✓
3. Experience designing and delivering training, and/or facilitating workshops.	✓		
4. Project management experience, including managing budgets and reporting to funders.	✓	✓	
5. Experience developing and using monitoring and evaluation tools.	✓		
<b>Knowledge and Understanding</b>			
6. Excellent knowledge of the issues facing migrant women in the UK, particularly in terms of labour exploitation and violence against women and girls (VAWG).	✓	✓	
7. Understanding of the political and social challenges facing migrant women in the UK.	✓	✓	
8. Understanding of power and influence, and demonstrable interest in tackling the root causes of power unbalances and social injustice.	✓	✓	
9. A commitment to work within LAWRS values and ethos.	✓	✓	
10. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work.		✓	
11. Excellent command of English and Spanish both orally and in writing.	✓	✓	✓
<b>Skills and Abilities</b>			

12. Ability to listen to and communicate effectively with people from diverse backgrounds both verbally and in writing.	✓	✓	
13. Ability to build and manage relationships and communications with organisations and stakeholders and work collaboratively with others.	✓	✓	
14. Commitment to human rights, women's rights and social justice.	✓	✓	
15. Good ICT skills, including the ability to be self-administering, making use of computerised systems and databases	✓		
16. Ability to set priorities and work on your own initiative.	✓	✓	
17. Excellent organisational and planning skills to manage your time and to meet deadlines and objectives.	✓		
18. Strong team working skills and collaborative approach to learning both face to face and remotely.	✓		
19. Personal commitment to improving your own knowledge and skills and a passion for continuing learning and development	✓		
<b>Desirable</b>			
20. Knowledge of social movements theory.	✓		
21. Flexibility to change working days depending on the needs of the project.	✓		
22. Experience managing volunteers.	✓		
23. Ability to speak a third language whether Spanish or Portuguese.	✓		

**Other requirements or conditions of the role:**

1. This post is subject to DBS (Disclosure Barring Service) check.
2. You might be requested to participate in occasional organisational activities in the weekends and/or outside your working days/hours.
3. This job description outlines the current main responsibilities of the post; however, the duties of the post may change and develop over time and the job

description may be amended in consultation with the post holder.

**Last updated:** March 2021