

## Role Profile

### Admin Assistant- Women of Wythenshawe

<b>Job Title:</b>	Admin Assistant (WoW)
<b>Salary:</b>	£3,930-£5,895 actual per annum (£19,650 p/a pro rata)
<b>Hours:</b>	0.2%-0.3% FTE (7-10 hours per week)
<b>Contract:</b>	Fixed term for 27 months (1st June 2023 – 31 Aug 2025)
<b>Location:</b>	Hybrid working (Home-working/Wythenshawe-based venues)
<b>Ring-fencing:</b>	This opportunity is ringfenced for women residents of Wythenshawe who are in receipt of Universal Credit and can carry out this role within their UC Working Allowance*.
<b>Purpose of role:</b>	To provide administrative support for the effective coordination and functioning of the Women of Wythenshawe network.

### Duties and Responsibilities

- Organising meetings ensuring relevant participants are informed and available
- Taking minutes at meetings and sharing these in appropriate formats
- Developing the skills to co-facilitate meetings and events over time
- Taking photos to capture and celebrate community action
- Celebrating activities and achievements on social media

### Person specification

Experience, skills, and qualities	Essential or Desirable
• Ability to use telephone, internet, and email to make venue hire and catering bookings for meetings and events	<b>E</b>
• Ability to use telephone, email and social media (WhatsApp/Facebook) to communicate with WoW members and make meeting arrangements	
• Ability to make basic use of Microsoft Word and Excel to keep lists and membership records or create meeting papers such as agendas and minutes	<b>E</b>
• Previous experience of taking meeting minutes will be an advantage but is not essential – this can be learned on the job	<b>D</b>
• A good standard of spoken and written English (we do not require 'excellent' English)	<b>E</b>
• Good interpersonal skills: "a people person"	<b>E</b>
• Compassionate and non-judgemental approach to working with others	<b>E</b>

## How to apply

Please complete and return the attached application form to: [recruitment@class-uk.com](mailto:recruitment@class-uk.com) by 5pm on Wednesday 17 May 2023.

Please note that all short-listed candidates will be asked to participate in a “better off” consultation with Job Centre Plus before proceeding to interview.

If you would like to have an informal chat about this role and whether it might work well for you, please contact [sophie.king@class-uk.com](mailto:sophie.king@class-uk.com) to arrange a telephone appointment.

You may also find the below guidance on work allowances and the Women of Wythenshawe network helpful. If in doubt, please contact your local job centre plus office to check how the above salary would impact on your benefits before applying.

### ***Guidance on Universal Credit ‘work allowance’***

Taken from: <https://www.gov.uk/government/publications/universal-credit-work-allowances>

A work allowance is the amount that some people can earn before their Universal Credit payment is affected. You will be eligible for a work allowance if you (and/or your partner) either have:

- responsibility for a child
- limited capability for work

The monthly work allowances are set at:

- £344      If you are getting housing costs as part of your Universal Credit award, or housing costs from the Local Authority because you are in temporary accommodation.
- £573      If you do not receive housing support.

If you have earnings but you (or your partner) are not responsible for a child or do not have limited capability for work, you will not be eligible for a work allowance.

### ***Further information about Women of Wythenshawe***

Wherever you go in the world, poverty is gendered. As mothers, carers, low-income workers, and survivors, women shoulder an unequal burden of poverty while providing the social safety nets that hold communities together. In the UK, it is women who have been disproportionately impacted by austerity policies, by COVID, and now by the current economic crisis.

Women of Wythenshawe or ‘WoW’, is a new women-led poverty action network in Manchester made up of women’s organisations who say enough is enough. WoW has been awarded £500,000 by The Smallwood Trust for an innovative three-year

programme to build a women-led poverty action network from the bottom up across the Wythenshawe area.

WoW unites grassroots women around the place where they live and their common experiences, while bringing together a wide diversity of experiences and backgrounds including women of different ages, abilities, ethnicities and experiences. Wythenshawe has extremely high rates of domestic abuse (significantly higher than those for Manchester and England) and survivors are also represented.

From across the area women will be supported to share their knowledge and experience and to identify common areas for action on gendered poverty in the neighbourhood, developing strategies for systems changes that will reduce disadvantage and make significant improvements to women's ability to thrive.

Women will be in the lead while able to call on the support of trusted local agencies when they require that help, such as bringing in key decision-makers to identify channels for influence and change. These include Executive Director of Wythenshawe Community Housing Group, Paul Seymour and Mike Kane MP.