**JOB APPLICATION PACK –DATABASE COORDINATOR**

Dear Candidate,

Thank you for your interest in the post of Database Coordinator at Imkaan. Please find below the following documents that will enable you to apply to this post:

Job Profile and Person Specification

Application Process

Declaration

Please read through the information and submit the required documents along with the sign declaration by

**9 April 2021 by 5.00 PM**

Applications should be emailed to recruitment@imkaan.org.uk

Interviews for this post are expected to take place by zoom on **23 April** **2021**

Please write DATABASE COORDINATOR in the subject heading of the email.

I wish you all the best in this process.

Kind regards,

**Baljit Banga**

Executive Director

**ABOUT IMKAAN**

Imkaan was established in 1998 to create a collaborative network for the specialist Black and minoritised women and girls’ sector addressing violence against women and girls. At the time, Black and minoritised women’s organisations did not have a nationally representative body that could advocate on their behalf. Issues around social justice and structural inequality made up some of the critical areas of concern that have bene the focus of Imkaan’s work. We found that the voices of Black and minoritised women were seldom heard in policy and strategy work and they were often restricted from participation in local strategic meetings where decisions were made about commissioning priorities. They were not a part of the landscape but rather, the landscape was imposed on them, it failed to recognise their needs, and to advocate around their concerns. Imkaan was established to address the gap in representation and to develop itself as a community, sustainability, and capacity resource for the sector. Two decades later, Imkaan is an established black feminist organisation based in London, England. It is the only national umbrella organisation supporting the Black and minoritised women and girls’ sector. Imkaan has membership of 43 organisations in England, Scotland and Wales.

Imkaan undertakes work around sustainability by protecting services through capacity building support and strategic advocacy. Imkaan works to achieve systemic change through the ongoing inclusion of Black and minoritised women and girls in all aspects of society. Imkaan works around human rights, social justice and equalities frameworks. Imkaan’s approach to intersectionality identifies how multiple and interlocking oppression including age, class, caste, ethnicity, race, gender, sexual orientation, disability and migrant status among others impact the lives of women and girls. Through this approach Black and minoritised women and girls’ lived experiences are not reduced to tick box exercises, redefined as fit one size fits all, or subjected to marginalisation. Using intersectionality, Imkaan moves Black and minoritised women and girls’ experiences from the margin to the centre. Imkaan’s core activities cover research and evaluation, policy, strategic advocacy and member support and sustainability. The work outlined in this job profile sits within the research team and reports to the Head of Research, Evaluation and Development.

For more information about Imkaan, you are encouraged to visit the website at [www.imkaan.org.uk](http://www.imkaan.org.uk) where you will find resources, information and publications which will help you to understand who we are, what we do and how we work.

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| **JOB PROFILE****DATABASE COORDINATOR** |

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| **Job Title** | Database Coordinator  |
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| **Start Date** | 1 May 2021 |
|  | 1 May 2024 |
| **End Date** |  |
|  |  |
| **Location Address** | 3rd Floor, Tindlemanor52-54 Featherstone StreetLondon EC1Y 8RT |
|  |  |
| **Hours / Week** | 21 or 28 hrs |
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| **Salary** | £28,444 - £33,444 Gross depending on experience |
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| **Reporting To** | Head of Research, Evaluation and Development |
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| **Drafted by** | Baljit Banga |
| **Date drafted** | 15.01.21 |
| **Review date** | 31.12.24 |

**ABOUT THIS POST**

The post is funded for 3 years as Database Coordinator working closely with the Head of Research, Evaluation and Development. The post is offered for 3 years.This is a unique opportunity to support Imkaan to develop a national data system to inform its national strategic policy and research work. The role is ideal for someone who has an interest in developing systems of data collation and using specialist sector data to influence policy change in the lives of Black, minoritised women subject to all forms of gender-based violence.

It is important that the postholder is able to build positive relationships and communicate effectively contributing to building a good team, external relationships and organisation environment. A good and close working relationship with the Executive Director and the senior management team is vital to the delivery of key aspects of this post. Therefore, the postholder will be someone good at building and maintaining an effective relationship and communication. It is equally important that the postholder is able to build and sustain positive working relationships with external stakeholders. The postholder will have a clear understanding of intersectional Black feminism and work with the Imkaan team towards social justice aims.

**SPECIFIC AREAS OF RESPONSIBILITY**

* Support the Head of Research, Evaluation and Development in improving systems of data collation to support Imkaan research, evaluation and development activities.

**Database development**

* Develop and maintain a national database to meet Imkaan’s requirements for collecting and analysing data on Black and minoritised women and girls subject to interpersonal and structural forms of violence. The system should be suitable for collating data on the specialist trauma-informed wrap-around support pathways and outcomes for Black and minoritised women and children delivered by the Black, minoritised -led ending-VAWG specialist sector
* Consult on an ongoing basis with Imkaan members, research consultants and other key stakeholders to inform the development of a database and a set of national/ regional baseline indicators/outcomes.
* Identify and develop strategies for addressing ethical considerations on data collation and sharing based on GDRP, Safeguarding and Equalities policies.
* To manage all data entry work to maintain quality, accuracy and integrity of the data.
* Monitor and update the database based on ongoing policy and practice developments on VAWG and its impacts on Black, minoritised women/girls.
* To work across the Imkaan teams – strategic advocacy, policy unit, members and communications to ensure that data collation efforts meets the organisation’s needs.

**Data analysis and reporting**

* Conduct periodic analysis of the data and produce written reports that support Imkaan strategic advocacy, research, and policy work.
* Develop visual and creative ways for presenting information to help engage stakeholders and using different social media platforms.
* Support Imkaan members and Imkaan staff (where relevant) with training and support with the database, data entry and reporting and operational issues.

**Other**

* Adequately plan the work to meet deadlines and achieve milestones.
* Take an active approach to your own training and development.
* Participate in the supervision system and team building systems.
* Undertake any other work required by the Head of Research, Evaluation and development.

**Work Planning**

* Adequately plan the work to meet deadlines and achieve milestones.
* Take an active approach to your own training and development.
* Participate in the supervision system and team building systems.
* Staff support and supervision in line with Imkaan’s HR policies and practices towards building a positive team enabled to make meaningful contributions in this field.
* Participate as required and when appropriate in internal monitoring and evaluation.

**GENERAL REQUIREMENTS OF POST**

Acting in accordance with Imkaan’s policies, procedures and ethos including the Equalities and Diversity Strategy - Occupational Health and Safety Policies and Procedures.

Attending and participating in regular training when required.

Supporting Imkaan to organise any events where a team effort is required.

Attending and participating in regular supervision, staff and other meetings as necessary.

Communicating effectively both verbally and in writing in a professional manner, both externally and internally.

Undertaking any duties consistent with the post as may be reasonably requested by the Executive Director or Board of Trustees.

Contribute to the planning and coordination of the yearly AGM and annual report as required.

Working at all times with the best interest of Imkaan in mind and to avoid any action that may cast Imkaan and/or its activities into disrepute.

**NOTE ABOUT COVID 19**

At Imkaan we are currently working under lockdown conditions and while some sectors have eased restrictions, Imkaan continues to work remotely from home. The postholder will be required to comply with Imkaan’s Health and Safety policies and ensure that any staff line managed by the postholder are supported during this time. As such, Imkaan is operating under remote working protocols covering all aspects of our work. The postholder will be required to re-locate to the office once all emergency COVID 19 measures are lifted.

**PERSON SPECIFICATION**

**Essential**

* Knowledge and experience of setting up IT systems of data collation, managing and developing a database.
* Experience, knowledge and understanding of VAWG and structural inequalities impacting Black and minoritised women and girls.
* An understanding of how to define indicators, outcomes and soft measures on VAWG to demonstrate the effectiveness of specialist interventions, outcomes and barriers for Black, minoritised women subject to VAWG
* Experience of trouble shooting and devising solutions to support database management and maintenance.
* Knowledge and experience of quantitative methods of data collation and analysis.
* Ability to provide training and support on data systems.
* Ability to present data and information (verbally and in written format) in ways that are clear and well analysed and support Imkaan policy, advocacy and research goals.
* Knowledge of GDPR requirements and other ethical considerations related to information sharing and management on VAWG and its impacts on Black, minoritised women.
* External communication and engagement skills across diverse stakeholder groups, networks and sectors using both verbal and written communication and strong internal communication skills.
* Strong project management, work planning and organisational skills
* Teamwork and working as a part of an organisation and partnership in collaborative ways.
* Lone working skills and able to undertake lone working risk assessment and management using the systems at Imkaan including supervision.

**Desired**

* Some knowledge and experience of qualitative data analysis.
* Experience of working across diverse media platforms including social media like Twitter.

**APPLICATION PROCESS**

To apply to this post please submit the following:

A Curriculum Vitae and cover letter

Personal Statement (see form below)

Declaration (see form below)

Recruitment Equality and Diversity Monitoring Form (download and complete separately and submit with the application)

**PERSONAL STATEMENT**

Please submit a personal statement detailing your responses to the following questions: (1) How do you meet the job profile and person specification for this post? Relate your experience to what we are asking for in this role. (2) How would you deliver the work required? Think about key work priorities and how you would address these. (3) What is your understanding of intersectionality, black feminism and social justice in relation to this work. (4) What do you think we want to achieve with this work thinking about these issues?

Requirements for the personal statement: Please do not exceed six pages, using 1.15 line spacing and 12 font.

**DECLARATION**

To the best of my knowledge all of the particulars I given are true. I understand that the completion of this form does not guarantee employment, that any false statement may disqualify me from employment to render me liable to summary dismissal. I also understand that no offer of employment made to me will be binding unless confirmed to me in writing. For the purpose of the Data Protection Act 2018, I give my consent to the holding and processing of my personal data by the Organisation for all purposes relating to the recruitment and employment process.

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| Signature |  |
| Date |  |
| Print first name |  |
| Print surname |  |

Application should be sent to recruitment@imkaan.org.uk by 9 April 2021 by 5.00 PM marked DATABASE COORDINATOR. We will only consider application from those who have the right to work.