



Role Description

Some Women Coaching Project - Admin Support Volunteer The Pankhurst Trust (Incorporating Manchester Women's Aid)

Volunteer wanted for the Some Women Coaching Project

To start in as soon as possible

The Project

The Some Women Coaching project offers free coaching to women who have demonstrated leadership in work or civic life with the aim of increasing the number of women in positions of power and influence.

Coaching focuses on developing individuals' skills and confidence, providing people with feedback on their strengths and areas for development. The clients are women who want to make a difference in society but are yet to forge networks.

For both coaches and clients, it is an opportunity to become part of a Manchester-wide feminist network based at the Pankhurst Centre.

We are at the stage where we need to;

- Raise money
- Support coaches by organising monthly events both real and virtual
- Be organised – have good systems that conform to the most recent legislation
- Evaluate and write about it

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| Role: | Some Women Coaching Project - Admin Support Volunteer |
| Reports to: | Coaching Programme Manager / Pankhurst Volunteers Coordinator |
| Hours: | 4-8 hours a week by arrangement with the Coaching Team. |
| Location | Hot Desk at Pankhurst Centre / Flexible |
| Aims of Role: | We are looking for someone who can contribute to the organisation of the project. You will be working primarily with the lead volunteer, members of the Steering Group and coaches. |
| Key Tasks: | <ul style="list-style-type: none">• Update and manage databases• Liaise with the Pankhurst staff, Steering Group and coaches• Organise workshops/speakers |
| Desirable Qualities / Skills: | <ul style="list-style-type: none">• Good oral and written communication skills• Knowledge of Microsoft Office• A pleasant phone manner |
| Training / Supervision: | <ul style="list-style-type: none">• Appropriate training and support will be given• Regular contact with the project lead• Be given the opportunity to develop new skills |

Please send your CV and a short statement supporting your expression of interest to coaching@pankhursttrust.org

Informal interviews will be held at the Pankhurst Centre. Date to be confirmed.