



## UNI NETWORK

Uni is dedicated to strengthening the voluntary and community sector in South East England as a positive force for change. We provide a platform for regional, sub-regional and local BME-led organizations. We also work with organisations that support the aspirations and needs of BME communities and that promote equality, to enable them to influence policy making.

Our mission is to develop the local BME networks to meet the support needs of their communities and enable a regional BME voice to significantly influence the South East region

Uni champions the development of the South East region that actively pursues the equalities agenda by the participation and contribution of the BME Voluntary and Community Sector in the region.

We are seeking the appointment (or secondment) of key people to lead and support our work. Secondment will be possible.

### **Project Coordinator**

£35,000 pro-rata (22 hours of a 37 hour week), until 30<sup>th</sup> March 2011

To lead the network with its work to;

- Shape regional and local policy development and decision-making
- Influence regional and Government policy making
- Seek resources and build capacity to strengthen frontline organizations that serve BME men and women and their communities.

You will need to be;

Experienced in leading an organisation, working with a Board of Trustees & others in a collaborative style. A proven leader, commitment to equality and fundraising skills are essential.

### **Assistant Project Coordinator**

£24,000 pro-rata (15 hours of a 37 hour week), until 30<sup>th</sup> March 2011

You will need experience of writing quality reports and newsletters, ability to organise meetings, news briefings and the presentation of positive messages. You must be able to show your commitment to equality of opportunity and the Black & minority Ethnic voluntary sector.

### **Secretarial and administrative support**

£17,500 pro-rata (9 hours of a 37 hour week), until 30<sup>th</sup> March 2011

You will need experience of working with Microsoft office software, especially emailing. A friendly telephone and personal contact manner is essential. Ability to coordinate meetings, write quality notes/ minutes and work to tight timelines. You must be able to demonstrate excellent organisational skills.

All posts based in Reading, closing date 18<sup>th</sup> July 2010, interviews to be held;

Project Coordinator	29 <sup>st</sup> July 2010
Assistant project coordinator	30 <sup>th</sup> July 2010
Secretary	2 <sup>nd</sup> August 2010

Applicants must be available for interview on these dates  
To apply, please email;

[rajinder@rcr.co.uk](mailto:rajinder@rcr.co.uk)

Or write to/ telephone;

Uni, C/O Reading Council for Racial Equality  
1 St Giles Court  
Southampton Street  
Reading  
RG1 2QL  
Tel 01189210579