



RECRUITMENT PACK

PROJECT WORKER

**KAIROS
WOMEN+**

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THE ROLE AT A GLANCE

Project Worker (12 hours)

This role offers the opportunity to build meaningful relationships with women+ and help shape a growing community-led organisation.

Salary: £28,074 pro rata (£10,528 actual salary)

Location: Based in Paisley

Contract: Fixed term until May 2027

A typical week might include:

- Delivering a drop-in session for women+
- Meeting women+ one-to-one for support and signposting
- Liaising with partner organisations
- Recording outcomes and evaluation data
- Planning a community learning workshop (twice a season)

Benefits include:

- 4 Day Week
- 37 days annual leave (pro rata)
- Flexible working
- Counselling allowance
- Health plan



ABOUT KAIROS WOMEN+

Kairos Women+ was established in 2021 as a Scottish Charitable Incorporated Organisation (SCIO) for the benefit of women and non-binary people in Scotland

VALUES

Collaborative, Inclusive, Supportive and Kind

MISSION

Women+ supporting women+ to reach their potential

VISION

A Scotland where all women and non-binary people are supported to reach their potential

CHARITABLE AIMS

1. Promoting equality and diversity for the public benefit
2. The advancement of women and non-binary people's citizenship or community development
3. The relief of women and non-binary people in need by reason of age, ill-health, disability, financial hardship or other disadvantage

WHAT DO WE DO

We offer **facilitated groups** such as personal development programmes, creative skills workshops, training and development opportunities, a supported volunteer programme, peer support groups, project planning groups as well as social spaces. This is complimented by our *Making Change* opportunities including **influencing** the representation of women+ in history via Fierce Women+ or **campaigning** for change with the Equalities Collective. We also offer emotional and practical **one-to-one support** to women+ experiencing tough times. Take a look at our What's On page on our website for a full programme of activity.

OUR APPROACH

Kairos Women+ is a **community-led organisation** designed for women+ (including trans women and non-binary people).

We believe in the power of **collaborative decision-making**, bringing women+ together to **influence our community**.

We value the **strengths** and **lived experience** of each woman+ we meet, recognising the influence they have in their own lives and the lives of others, and we actively reach out to women+ experiencing tough times to ensure they are included and involved. We also host events designed for the whole community.

"Kairos has made me part of a meaningful group.... 'movement' is too strong but I'd like to think it might be. A wonderful and challenging assembly full of the talent which is here in our wide community. A life affirming experience."



WHAT DOES THE ROLE INVOLVE?

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Job Details

Job Title: Project Worker

Salary: £28,074 pro rata (approx. £10,528 for part time)

Hours: 12-hours per week

Responsible to: Senior Coordinator

Contract type: Fixed Term until 30th May 2027

Area covered by the post: Renfrewshire

Based at: Kairos Women+, Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA11TJ

Special conditions: Occasional evening and weekend work

Other information:

An offer of employment will be conditional on completion of satisfactory references and a Protecting Vulnerable Groups (PVG) check. Please note that having a criminal record will not automatically exclude you from working with the organisation.

We plan to seek funding to continue this role beyond the contract end date (funding dependent). This would also include the option for increased hours.



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Job Description



We are looking for a compassionate and skilled Project Worker to help women+ **build connections, access support and achieve their goals**. You will play a key role in delivering community-based opportunities, facilitating learning and providing one-to-one support to women+ experiencing challenges including addiction, trauma and social exclusion.

The post will involve the delivery of our **weekly Drop In**. This will include collaboration with the community and engagement with key services alongside the weekly delivery.

The post-holder will coordinate our **Community Learning programme**, which includes two sessions per season (one daytime, one evening) focussed on topics of interest to women+. Past workshops have included: gender equality, menopause, contraception and inclusion. Lastly, the post-holder will work with women+ offering listening, signposting and referrals through **one-to-one sessions**. This will include support for women+ in recovery from addiction or mental illness, experience of trauma or poverty, and those with experience of discrimination due to their identity (e.g. race, disability, gender identity).

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognised that jobs change and evolve over time. Post holders will be required to carry out other duties to the equivalent level that are necessary to fulfil the job.

Key Responsibilities



DELIVERY & DEVELOPMENT

- **Develop and deliver work** with women which may typically include group work, one to one support, outreach activity and events, for example.
- To **include and involve** women+ in all aspects of project design and delivery in line with community development principles.
- To **coordinate, nurture and support** volunteers and students, encouraging them to get involved in the delivery of the project.
- To work in **partnership with relevant organisations** including the Local Authority, third sector services and businesses, to encourage safe arrival at Kairos for new women+.
- To **monitor and evaluate** each project to understand its effectiveness and continuous improve.
- To promote **equality, diversity and inclusion** across all areas of Kairos Women+.
- To **promote** Kairos Women+ as a **valuable resource** for women experiencing challenges in their lives.
- To attend **reflection, staff meetings and training opportunities** to support your role.

OTHER RESPONSIBILITIES

- To follow good practice **policies and procedures**.
- To ensure **current risk assessments** are in place for all activity.
- To create a **regular programme of activity** on a quarterly basis for The Drop In.
- To **promote your project areas** with promotional flyers, information and photographs for social media.
- To update **relevant data systems** regularly.
- To ensure project spending **remains within the budget** in partnership with the Senior Coordinator.

WHAT ARE WE LOOKING FOR?

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Person Specification

ESSENTIAL

Qualifications and experience of:

- Qualifications or skills and experience at SCQF Level 9. You do not need to have a degree to apply for this role
- Working with people with vulnerabilities. For example, mental ill health, domestic/sexual abuse, drug/alcohol dependency
- Working in a partnership with other organisations
- Working in partnership with people, supporting them to make decisions about their own lives and ideas
- Facilitating groups
- Working with people in one-to-one settings (offering support or development opportunities)

Skills, Knowledge and Abilities:

- Minimum of 2-years relevant professional experience
- Ability to form positive relationships with women+ from all walks of life, particularly those who have experienced trauma
- A level of numeracy, literacy, comprehension, and IT skills necessary to manage data and write formal reports
- A good understanding of community development approaches
- Understanding of, and commitment to, equality of opportunity, anti-discriminatory practices, and inclusion
- Willingness to undertake training and development

Attributes and values:

- A good communicator and warm, friendly presentation style
- A commitment to working flexibly and creatively in response to challenges and organisational requirements
- The ability to work within the organisational values of kindness, support, collaboration and inclusion



Person Specification



DESIRABLE

- Good working knowledge of child and adult protection issues
- Designing and/or delivering new projects
- Working collaboratively with volunteers
- Good local knowledge and understanding of current provision in Renfrewshire
- Lived experience of addiction or mental ill health

BENEFITS OF WORKING WITH US

As a member of the Kairos Women+ team, you will be joining a group of passionate, committed people who are all striving to make the world a better place. Some additional benefits include:

- **4 Day Work Week** for an improved work life balance. This means the same salary, for less hours. [Find out more.](#)
- **Flexible Working** to suit your life. For example, your shifts can be adjusted to work around other commitments such as school pick up (dependent on delivery commitments)
- **NEST Pension Scheme** with 4% employer contribution
- Generous **holiday allowance** at 37 days per calendar year (FTE), inclusive of public holidays
- **Annual Health Plan** for money back on dental, optical and other health treatments after probationary period
- Regular **one-to-one Reflection** with your manager
- Paid **training and development opportunities**
- **Counselling Benefit** of £360 to spend on private counselling each year
- **Living Wage Employer**

**WE STRONGLY ENCOURAGE
APPLICATIONS FROM WORKING
CLASS WOMEN+ AND WOMEN+
OF COLOUR**

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HOW TO APPLY

1. **Read through the application pack** before completing your application.
2. When completing your application, **link your answers directly to the person specification** (this is how we score your application).
3. **Complete the online form** by the deadline of **Monday 5th October** (any time). There is also a Word Document available to see the questions at a glance.
4. If shortlisted, you will be invited to an **interview** in person on Monday 12th October. Travel expenses will be reimbursed and questions will be shared the day before the interview. We are committed to making our recruitment process accessible so please ask if you need adjustments.
5. The **outcome of the interview** will be shared by Friday 16th October.
6. If successful, we will complete **pre-employment checks** (PVG, references) with the provisional start date of Wednesday 18th November 2026.

RECRUITMENT PACK



KAIROS WOMEN+ is a
registered Scottish
Charitable Incorporated
Organisation (SCIO).
SCOTTISH CHARITY NO.
SC050926

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August 2026