



Role Description: Associate Organiser

Actual salary: £16,380 per annum

22.5 hours per week (3 days per week)

Part-time

Send cv and cover letter to: eve.maloba@completewoman.co.uk

Company Description: Complete Woman CIC is a migrant-women-founded organisation that works at the intersection of gender, race, migration, and economic justice in the UK. The organisation focuses on reducing isolation, building collective support, and enabling marginalised communities to navigate and challenge inequalities. Complete Woman provides holistic, trauma-informed support through frontline crisis assistance, women's empowerment programs, youth development initiatives, and community engagement activities. In addition to direct support, the organisation leads worker and community organising and systems-change advocacy. Complete Woman ensures that the lived experiences of migrant women inform policy and practice at both local and national levels.

The Associate Organiser is a part-time, on-site role based in Leeds, with some travel around West Yorkshire. Travel expenses reimbursed. This position supports community organising, outreach, and engagement activities with migrant women and wider marginalised communities. Day-to-day tasks include coordinating and facilitating workshops, meetings, and events, liaising with participants and partner organisations, and assisting with campaigns that address issues such as economic justice, housing, and workplace rights. The Associate Organiser will help gather and document lived experience evidence, support advocacy and policy work, and contribute to communication materials that amplify community voices. The role also involves administrative support, maintaining accurate records, and collaborating closely with staff, volunteers, and community members in a trauma-informed and culturally sensitive manner.

Qualifications

- Experience in community organising, outreach, or grassroots campaigning, with the ability to build trust and relationships across diverse communities.
- Strong communication and facilitation skills, including the ability to lead small group discussions, workshops, and community meetings.
- Understanding of gender, race, migration, and economic justice issues in the UK, and commitment to social justice and anti-oppressive practice.
- Organisational and administrative skills, including scheduling, record-keeping, and basic use of digital tools (email, word processing, spreadsheets).
- Ability to work collaboratively in a small team, respond calmly to crisis situations, and maintain appropriate boundaries and confidentiality.
- Experience working with migrant, refugee, or marginalised communities is highly beneficial.
- Proficiency in additional languages commonly spoken in migrant communities in Leeds is an advantage.

Training and Development

The successful candidate will undertake Citizens UK's two-day Community Organising training within the first six months of employment and must demonstrate a commitment to ongoing professional development.