



Brighton Women's Centre
22 Richmond Place
Brighton, BN2 9NA

BWC APPLICATION PACK

Thank you for your interest in a position with Brighton Women's Centre (BWC).

In this pack, you will find:

- **Equalities and Data Protection Statement**
- **Staff Commitments**
- **Job Description**
- **Person Specification**

The Application Form and Equalities Form are included in a separate document which is the portion which will need to be returned to us.

Please be aware that all applicants must be able to legally work within the UK for the maximum term of the contract and that relevant documentation must be provided at interview in the form of a current visa or similar.

Application should be submitted via email to admin@womenscentre.org.uk by the date shown on the advertisement. Please quote the job title on the subject of the email.

For those who would prefer to handwrite their application, the application form can be printed from the website and returned via post to:

BWC
22 Richmond Place
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We do not accept CVs in place of an application form, although CVs can be submitted alongside an application if you wish. The application form will be used to shortlist and so all essential information contained within your CV which you wish to be taken into consideration, should be entered on the application form to ensure it is taken into account.

Specific examples of how you meet all essential and desirable criteria in the person specification should be stated in your application, as this will form the main basis of the short listing process. The short listing panel will also look for examples of how your experience broadly matches the requirements of the job description, although it is not necessary to give examples for each point of the job description, in the same way that it is for the person specification.



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If you do not receive a response within two weeks of the closing date, please assume that on this occasion, you have not been shortlisted. We regret that due to resources and volume of applications, we are unable to write to unsuccessful applicants, but we do welcome future applications.

Further information about BWC can be obtained on our website
www.womenscentre.org.uk

Good luck in your application and thank you for your interest in BWC

EQUALITY AND DIVERSITY IN RECRUITMENT

BWC is committed to inclusion and diversity and welcomes applications from people with relevant life as well as professional experience, and those with disabilities who are currently underrepresented in the organisation. People from Black and Minoritised Ethnic communities are underrepresented in our organisation and we particularly welcome applications from this group.

BWC is committed to promoting fairness and equality in all of its practices and to eliminating the potential for any form of discrimination to arise. As part of the recruitment process the name, contact details, the details of referees and the page with the Equalities Form will be all removed from your application and your application will be given an application number before forwarding on to the short listing stage. At least two people will individually score the application. The candidates who have the highest combined score above a set level will be selected for interview.

There may be a written or practical test at interview. In accordance with the Equalities Act 2010, should you require any reasonable adjustments to be made to support you in the interview process, please contact: admin@womenscentre.org.uk prior to interview.

DATA PROTECTION ACT 2018

BWC is committed to complying with the GDPR and the DPA 2018. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so. Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after one year, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further six months.



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BWC STAFF COMMITMENTS

All staff will be committed to:

1. Ensure that appropriate information, advice and support is made available to women and children using the service, including where necessary therapeutic help and counselling.
2. Protect the interests of the children using the service, having full regard to their educational, childcare, health, leisure and child protection needs.
3. Identify and respond to the needs of women and children using the service, promoting working practices which enable women to gain strength and confidence and to make informed choices about their lives.
4. Share a commitment to and responsibility for work which extends and develops BWC services according to our stated aims.
5. Ensure women are informed of services provided by other agencies, where appropriate referred to them, and supported in their dealings with them.
6. Uphold our equal opportunities policy, and agreed anti-discriminatory practice guidelines.
7. Ensure that all staff and service users are aware of BWC's policies, rules, and complaints procedures, and that these are upheld and implemented.
8. A commitment to treat all staff and volunteers equally and with respect.
9. Maintain good relations with the local community, and with relevant women's and community groups, striving to learn from them and, in line with the Objects of BWC, meet their needs as they see them.
10. Uphold health and safety standards, providing a clean and safe environment for users of the service and staff, and also taking adequate precautions to maintain users' and staff's personal safety.
11. Ensure that appropriate boundaries are maintained between service users and staff at all times, that service users' privacy is respected, and that staff's personal contact details are not revealed.
12. Have a firm commitment to working within the organisation's feminist theoretical perspective.



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JOB DESCRIPTION

Job Title: Inspire Caseworker

Responsible to: Inspire Senior Practitioner

Purpose of role: To deliver targeted casework intervention for women in the Criminal Justice System, both on Probation and also in Breach or at risk of Breach.

Salary Grade: £24,799 pro rata

Working hours: 35 hours per week within normal office hours 9am – 5pm. Occasional out of hours may be required. Local travel will be expected

Work locations: Inspire staff are based in Brighton, West Sussex and East Sussex. This role will focus on West Sussex primarily.

Contract Details: Fixed Term until 2023

Job Context:

BWC Inspire delivers support for women who are involved in the Criminal Justice System. In line with BWC values, Inspire adopts a relational, trauma responsive, asset based approach. Inspire supports women across a range of underlying needs with the overarching aim of supporting women to move out of the Criminal Justice System and improve their access to a range of services.

The From Court to Support initiative is an Inspire project specifically aimed at supporting women at Breach Court or at breach threshold with the aim of diverting women away from custodial sentences. This approach is a partnership project with the National Probation Service and based on the evidence that prison sentences do not deliver the best outcomes for the individual or society. The success of this project will widen the scope for excellent offender management in the community and reduce women's offending behaviour.

Work will be informed by BWC's values, policies and procedures at all times.



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Main Duties:

Bespoke, holistic, one to one case work

1. To engage with women on Probation or attending Breach Court, to provide intensive personalised support and advocacy that encompasses a range of financial, health, social and relationship needs.
2. To undertake assessments and write bespoke action plans for engagement with the woman across multiple pathways of need.
3. To provide outreach support for women who have disengaged and are at risk of being breached.
4. To adopt a woman-centred, trauma-informed, asset-based approach recognising the woman as an expert of her own experiences - referring to and coordinating appropriate support services in accordance with the client's requests or needs.
5. To respond to referrals to the service from Officers of NPS and Breach Court service and to support the engagement of women who are referred.
6. To support women to build their confidence and self-esteem enabling them to develop strategies to put control, direction and purpose into their lives within a supported environment.
7. To provide information, advice and advocacy to clients across a number of pathways of need, encompassing signposting and liaison with other services to ensure women can access appropriate support with: benefits, physical and mental health, drug and alcohol services, and children and adult services.
8. To support women's access and engage with additional services that will support their recovery and meet their practical and emotional needs.

Interagency working

1. To work flexibly by being available to attend Courts, Probation Offices, Hubs and Breakfast clubs with women across the local area and work alongside Court and Probation staff.
2. To develop and maintain up to date knowledge of services available and communicate this to clients and professionals, and to work in partnership with local services and agencies such as social care, DWP, children's services, domestic abuse, substance abuse, housing support.
3. To engage with local partnerships to ensure joined up engagement with a full range of stakeholders including NPS, Police and Local Authorities, including attending meetings.
4. To attend multi-agency case conferences and ensure multi-disciplinary support is in place.

Outputs, Outcomes and Monitoring

1. Ensure that outputs and outcomes for women worked with are monitored and evaluated in line with agreed outcomes framework, using a range of qualitative and quantitative tools as required.
2. Maintain and update clear and accurate records of all intervention, ensuring that data protection regulations are followed. Prepare reports, information and data as required.
3. With support of management and colleagues, ensure the service sets and maintains excellent standards.

General

1. To be self-servicing and comfortable being co-located within other organisations.
2. Work within and abide by BWC's Health and Safety, Confidentiality, Equalities, outreach, lone worker and all other relevant policies and protocols, with particular attention to be given to adult and child safeguarding.
3. To maintain the confidentiality and boundaries of the service and of BWC.
4. To identify own development needs and to participate in any training in order to maintain competency, including reflective practice sessions.
5. To participate in monthly managerial and clinical Supervision as well as team meetings and other organisational meetings.
6. To undertake all the necessary administration including the use of information technology.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BWC periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.

Probationary period: All posts within Brighton Women's Centre are subject to a three month probationary period.

This post is exempt from the Rehabilitation of Offenders Act (1974) as it involves access to vulnerable adults and/or children and successful applicants will be required to undertake an enhanced level Disclosure & Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Experience	
1. At least two years' experience of working with women with multiple complex needs (MCN)	E
2. Experience of using needs and risk assessments and using risk management tools and resources	E
3. Ability to develop and monitor agreements with service users, to challenge appropriately, to be creative in service delivery and to influence change	E
4. Experience of monitoring and data collection systems	E
5. Experience of working with clients in one to one settings	E
6. Experience of working with partner agencies	E
Knowledge	
7. Good knowledge of multiple complex needs facing vulnerable women which contributes to their risk of Criminal Justice involvement including trauma and interpersonal violence, mental health, accommodation, finance and drug and alcohol use	E
8. Thorough knowledge, understanding and commitment to equalities and diversity	E
9. Working knowledge of therapeutic interventions. E.g. motivational interviewing	D
10. Knowledge of the Criminal Justice and Penal System	D
Skills	
11. Ability to understand, empathise and uphold BWC aims, principles and policies	E
12. Experience of adhering to organisational policies with particular regard to child and adult safeguarding	E
13. Ability to provide advocacy to on behalf of women to increase access to services and ensure their rights	E
14. Ability to engage with clients who may find it hard to engage with services	E
15. Strong crisis management skills and ability to cope in stressful situations, including ability to manage difficult and challenging behaviour and apply de-escalation techniques	E
16. Ability to communicate with and develop and maintain constructive working relationships with a wide range of people using excellent interpersonal and communication skills	E

17. Commitment to extending professional competence, including ability to reflect on practice and make good use of managerial and clinical supervision	E
18. Good computer literacy and administrative skills	E

E= Essential criteria
D=Desirable criteria

ABOUT BWC:

BWC delivers women centred services. We recognise that the women we support have complex and interrelated needs; with high incidences of trauma and abuse. We recognise women are the experts of their experience and ensure our services are co-produced and are based on what women tell us they need. Our approach is relational, holistic and practical and takes account of the complexity of women's circumstances, background and experiences.

BWC have been delivering services to women for forty five years. We have extensive understanding of supporting women with multiple and complex needs to become empowered to turn their lives around: Leading the award winning Inspire project for women in the Criminal Justice System since 2009 and the Women's Accommodation Support Service since 2015.

BWC are part of a national network of women's centres and gender responsive providers committed to identifying best practice in ensuring women and girls with complex needs can access the right support in the right place at the right time.

BWC works in partnership with a variety of other organisations both statutory and voluntary.