



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](mailto: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  
Brighton  
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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](http://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](mailto: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



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details to be held on file for future vacancies; these forms will be held for a further six months.

## **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.



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12. Have a firm commitment to working within the organisation's feminist theoretical perspective.

## **JOB DESCRIPTION**

**Job Title:** Prison Link Worker

**Employer:** BWC (Brighton Women's Centre)

**Responsible to:** Service Managers

**Purpose of Role:** The new Creating Community Connections project is a partnership of Women's Centres; BWC, Women in Prison, Anawim, Together Women and The Nelson Trust. The project aims to connect prisons and women in prisons with a network of women's centres across the UK, to improve access to support in the community for women leaving prison. This role will support that work.

**Salary Grade:** £24,799

**Working hours:** 35 hours per week. Occasional out of hours may be required.

**Work locations:** HMP Bronzefield and HMP East Sutton Park and BWC offices/Hubs across Sussex. Some home working may be possible. Travel will be expected between Prisons and BWC venues.

**Contract Details:** Fixed term until 31<sup>st</sup> March 23 with the possibility of renewal.

### **Job Summary:**

The BWC Prison Link Worker will provide trauma-informed, strengths-based, collaborative support, to empower women in prison to move forward towards their goals and break cycles of trauma, disadvantage and abuse.

The BWC Prison Link Worker will seek to develop relationships with prison staff and build a team of Women's Centre Champions made up of serving women prisoners, who will work alongside her to improve the availability of information about women's centres and the services they offer to all women in the prison. The BWC



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Women's Centre Link Workers will be based in HMP Bronzefield & HMP East Sutton Park.

### **Main Duties and key responsibilities**

- Act as the single point of contact for the prison for information and promotion of women's centres, informing officers, Governors and resettlement teams about women's centres and the support each women's centre offers
- To work as part of a team of 10 link workers nationally to strengthen relationships between women's centres and prisons across the country, enabling women to access the support they need, both in prison and on release.
- Build and train a team of women's centre champions in HMP Bronzefield/ East Sutton Park on services offered by women's centres so they can share and encourage the whole estate to link in to their local women's centre upon release.
- Collaborate with other Women's Centre Link Workers to develop a national 'lived experience' peer support network of Women's Centre Champions, made up of women who are currently serving prison sentences.
- Co-ordinate support to women's release dates, ensuring the local women's centre referral process has been completed to enable women to receive support immediately upon release.
- Once fully operational, provide support to 50 women per quarter in HMP Bronzefield or HMP East Sutton Park through ad hoc/one-off support and group work, as well as offering in-depth support (such as through-the-gate) to 15 women per quarter
- Develop professional relationships with the women so that they feel able to voice anxieties, needs and concerns on the telephone, online or face to face.
- Build trusting relationships and show respect to others and maintain an awareness of the impact of your own behaviour on others
- To ensure a non-judgemental, respectful and empathic approach, treating everyone fairly and consistently

### **Monitoring and Evaluation**

- Keep excellent records and notes, prepare reports for partners and funders.
- Model and share good practice locally and nationally from specialist women's centre-related projects.
- Contribute towards the evaluation and monitoring of the Creating Community Connections project through data collation and reporting as required.



**General Responsibilities**

- Attend line management, reflective practice, team meetings and clinical supervision as provided.
- Be flexible and carry out other associated duties as they arise, develop or are assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients, staff and project data.
- To demonstrate commitment to anti-discriminatory practice and equal opportunities with the ability to apply awareness of equality, diversity and inclusion issues to all areas of work
- Work within and abide by the organisations Health and Safety, Confidentiality, Equalities, outreach, lone worker and all other relevant policies and protocols.

**Person Specification: BWC Prison Link Worker**

<b>Education/ Training/ Qualifications</b>	
1. No specific qualifications are required, but evidence of recent professional development relevant to the post is required	D
2. Commitment to Trauma-Informed practice including prioritising own self-care and safety	E
<b>Experience</b>	
3. Understanding and knowledge of working within the criminal justice sector	E
4. Previous experience of working with women with complex needs, which demonstrates a flexible approach and the ability to offer tailored support which fits individual need	E
5. Experience of and a commitment to working positively in partnership with a range of statutory and voluntary agencies.	E
6. Knowledge of a range of relevant local services and women's entitlements	E
7. A sound knowledge of child protection & safeguarding issues and a proven track record of raising concerns.	D
8. Experience of working in the voluntary sector.	D
<b>Knowledge, Skills and Ability</b>	
9. Good knowledge of multiple complex disadvantage experienced by women, which contributes to their risk of Criminal Justice	E

involvement; including trauma and male violence, mental health, homelessness, poverty and drug and alcohol use .	
10. Ability to train and encourage service users in their roles	E
11. Caseload management skills and the ability to deliver support as per the requirements of both the service contract and the internal quality audit framework requirements	E
12. Ability to advocate for the needs of women who have faced multiple disadvantage	E
13. Ability to work under pressure and manage high levels of distress	E
14. Good inter-personal skills which enable you to build and maintain effective working relationships with clients, colleagues and stakeholders, within an organisation, a team and with external partners	E
15. Ability to prioritise, evaluate and work reflectively	E
16. Good risk assessment and risk management skills	E
17. Ability to undertake data recording, evaluation and report-writing	E
18. Computer literate with fluent use of standard office equipment including word processing, databases and spreadsheets and good administrative, recording and reporting skills	E
<b>Personal Qualities</b>	
19. Confidence to work both on your own initiative as well as part of a team	E
20. An understanding of the need to establish and maintain clear professional and emotional boundaries	E
21. Committed to identifying and challenging injustice, discrimination and prejudice	E
22. Willing to adapt to changing circumstances and a creative work environment	E
<b>Other Requirements</b>	
23. To be self-servicing and comfortable being co-located within other organisations	E
24. To demonstrate commitment to the values of asset-based empowerment, social justice and feminism which underpin all of the work undertaken by BWC	E

E= Essential criteria

D=Desirable criteria

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.



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*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 under Schedule 9, Part 1 Paragraph 1 of the 2010 Equalities Act and subject to an enhanced level DBS check**

*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.*

## **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 based on what women tell us they need. Our approach is relational, holistic and practical and takes account of women's circumstances, background and experiences BWC have been delivering services to women for over forty 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.