

**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

BN2 9NA

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.

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



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

**Job Title:** Women’s**\*** Mental Health Support Coordinator (MHSC)

**Responsible to:** BWC Senior Practitioner

**Purpose of role:** To deliver one-to-one holistic support for women to promote their emotional wellbeing and recovery, in co-operation with local NHS partners and the UOK network of mental health & wellbeing providers.

**Working hours:** 18 hours per week within normal office hours 9am – 5pm.Local travel will be expected.

**Work locations:** Brighton & Hove. Occasional travel to other BWC premises as required.

**Contract Details:** Fixed term until March 2023 with possibility of extension

**Salary** £13,104 (FTE £25,481)

**Job Summary**

The Mental Health Support Coordinator (MHSC) will work with clients who have multiple complex needs in their lives as well as mental health and physical health conditions, such as; housing needs, alcohol and substance misuse and/or involvement with the Criminal Justice System.

The MHSC will engage with and offer interventions that will support clients to promote their emotional wellbeing and recovery. She will facilitate a high level of coordination and cooperation between services to support the needs of clients. She will adopt a relational, trauma-informed, asset-based approach that is underpinned by co-production with the client.

The MHSC will work in partnership with the NHS Primary Care Networks; MHSCs from other organisations including Southdowns; UOK partnership of commissioned local mental health & wellbeing providers; and Sussex Partnership NHS Foundation Trust, developing and maintaining excellent liaison and communication with them.

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

**Main duties:**

**Bespoke support for women**

1. To work on a short-term basis with women experiencing mental health issues or crisis who frequently request GP appointments, to provide early intervention support that is bespoke, holistic and addresses a range of financial, health, social and relationship needs.
2. To support clients to identify their needs and goals that will stabilise their situation, and facilitate the development of personal support and recovery plans in order to help them to access and engage with services in the community.
3. To maintain regular contact with clients to ensure continued engagement.
4. To offer advice, guidance and information to clients’ families, carers and significant others about the service and signpost to other services where appropriate.
5. To support clients to make and attend appointments and access groups, activities and services which will improve their resilience, mental health and wellbeing, including advocating for clients to access services and communicating with other professionals.

**Interagency and partnership working**

1. To maintain an excellent up-to-date knowledge of all mental health services within Brighton & Hove and work closely with UOK, Staying Well Space (SWS) Brighton and the Wellbeing service.
2. To work alongside the other Mental Health Support Coordinators, including those based in partner agencies to ensure easy access to specialist services for clients, and to support their work to encourage clients to access mainstream services.
3. To develop and maintain regular and agreed presence at a number of specified primary care practices working in partnership with key practice staff, such as Preston Park Recovery Centre and Recovery College.
4. To work in partnership with the Clinical Team, the Assessment and Treatment Service and other partners or agencies, particularly ensuring any presenting risks are fully assessed and addressed, and information is shared with appropriate agencies and partners, in line with safeguarding policy and GDPR policy.
5. To work alongside GP and GP Practice staff to ensure knowledge of and access to Mental Health Support Coordinator (MHSC) service and UOK services, as well as other primary and secondary Clinical Services. To attend GP meetings where appropriate, in particular multi-disciplinary team (MDT) meetings.
6. To work with the Sussex Partnership NHS Foundation Trust (SPFT) including supporting with triage of clients, attending MDT meetings, ensuring pathways are easily navigated by clients into SPFT services, including prioritizing clients where necessary and communicating with SPFT services so they can update relevant databases.

**Outputs, Outcomes and Monitoring**

1. To ensure that outputs and outcomes for women are monitored and evaluated in line with agreed outcomes frameworks.
2. To maintain and update clear and accurate written and computer records of all interventions, complete monitoring and reports on the BWC database.
3. To prepare reports, information and data as required.
4. To use a range of qualitative and quantitative tools to monitor clients journey including: the Short Warwick Edinburgh Mental Well Being Scale (SWEMWBS), Outcomes star and others.

**General**

1. To work independently, both based in BWC offices/spaces, from home and co-located within other organisations.
2. To work within and abide by the organisation’s policies on Health and Safety, Confidentiality, Equalities, Outreach, Lone Working and all other relevant policies and protocols. Given the high level of risk presented by this client group, particular attention to be given to Adult and Child Safeguarding policies and procedures.
3. To maintain the confidentiality and boundaries of the service and of BWC.
4. To identify own development needs and training opportunities.
5. To participate in monthly managerial and clinical Supervision, monthly team meetings and reflective practice sessions at BWC.
6. To undertake all the necessary administration including the completion of TOIL and time sheets and answering correspondence.

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:** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Experience** |  |  |
| Supporting clients facing mental health challenges | ✓ |  |
| Supporting clients facing complex challenges and situations, including substance misuse, housing, criminal justice system | ✓ |  |
| Managing a caseload of clients | ✓ |  |
| Working in a mental health environment – statutory or third sector | ✓ |  |
| Working proactively with clients to engage them with services | ✓ |  |
| **Knowledge** |  |  |
| Knowledge of mental health services both statutory and third sector in Brighton or an ability to develop this quickly |  | ✓ |
| Knowledge of safeguarding policies and procedures | ✓ |  |
| Knowledge risk assessments in a mental health setting and managing risk | ✓ |  |
| Knowledge of Recovery model | ✓ |  |
| Knowledge of data protection and GDPR | ✓ |  |
| **Skills** |  |  |
| Excellent IT skills – including word processing, use of emails, electronic diary, database and spreadsheets | ✓ |  |
| Good organisational and time management skills and ability to maintain accurate records | ✓ |  |
| Ability to engage in multi-disciplinary meetings with other services including GP’s, statutory mental health services. | ✓ |  |
| Ability to engage with other professionals to represent the needs of clients | ✓ |  |
| Ability to de-escalate situations and support clients to manage mental health crisis or distress | ✓ |  |
| Ability to appropriately provide and receive confidential information of a sensitive and often complex nature | ✓ |  |
| Excellent verbal interpersonal and ability to build trusting relationships with clients and professionals | ✓ |  |
| Ability to work on own initiative, as part of a team and collaboratively with colleagues | ✓ |  |
| Ability to assess risk and make individual safety plans with clients | ✓ |  |
| Ability to facilitate a high level of coordination and cooperation between services to support the needs of the client | ✓ |  |
| **Qualities** |  |  |
| Able to work calmly under pressure | ✓ |  |
| Commitment to Recovery principles and co- production | ✓ |  |
| Empathy people with mental health needs and challenges they may face | ✓ |  |
| Resilient and self-motivated | ✓ |  |
| Calm, friendly client-centered professional approach | ✓ |  |

**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 over 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 (WASS) 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.