**BWC APPLICATION PACK**

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

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 & 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.

**BWC BENEFITS**

BWC offers staff members a generous package of benefits including a well-being allowance and a well-being hour during the working week; birthday leave; city centre offices on public transport routes; clinical supervision; reflective group practice; access to therapeutic debrief as required; a comprehensive training package; opportunities for continuing professional development; staff social events; flexible working opportunities and a caring, understanding work environment that appreciates the complexities of women’s working and home lives.

**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 always maintained between service users and staff, 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.

**JOB DESCRIPTION**

**Employer:** BWC

**Job Title:** Women’s\* Accommodation Support Worker (WASW) West Sussex

**Responsible to:** WASS Manager – additional matrix management arrangement with ADC/WBC Rough Sleepers Co-Ordinator

**Purpose of role:** To provide one-to-one case work support to women with the overarching aim of maintaining tenancies, sustaining independent living, and building resilience to move on towards independent living.

To provide assertive support focusing on connecting clients to support services as required, maximising income whilst working with the temporary accommodation team supporting clients to ensure they are paying rent / service charge. Your role will also involve assisting clients onto the housing register, completing referrals to supported accommodation or applying for funds to assist clients moving into private rented housing.

**Salary grade:** FTE £26,181.73 moving to £27,490.81 after successfully passing three month’s probationary period. Actual salary £20,945.38 rising to £21,992.65 after successfully passing three months probationary period.

**Working hours:** 28 hours per week, within normal office hours 9am-5pm. Occasional out of hours may be required.

**Work locations:** Worthing - co-located within Worthing Borough Council’s Rough Sleeper Team with weekly in-reach visits to Service users in Temporary Accommodation out of area including Brighton and Eastbourne. Local travel will be expected.

**Contract details:** One-year fixed term

**Job Summary**

**BWC Women’s Accommodation Support Service (WASS)** delivers support for women who are homeless or insecurely housed. In line with BWC values, the WASS adopts a relational, trauma responsive, strengths-based approach. The WASS supports women across a range of underlying needs, identified by them, with the overarching aim of securing and/or sustaining safe accommodation.

The Women’s Accommodation Support Worker (WASW) will be co-located with the rough sleepers’ team at WBC/WDC to support women in temporary accommodation or those identified by the rough sleepers team.

The WASW will co-produce casework support with each woman referred, to address her practical and emotional needs, and agree actions including signposting, advocacy, and referrals. The WASW will understand the importance of building trust and self-esteem to enhance women’s recovery and engagement with BWC and other services.

The WASW’s work will at all times be informed by BWC’s values, policies, and procedures as well as those of ADC/WBC

The WASW will monitor and report against identified outcomes on a quarterly basis.

**This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.**

**Main Duties**

**Trauma-informed, women-centred, strengths-based case work**

* To provide personalised support in collaboration with each woman that encompasses a range of accommodation, financial, health, social and relationship needs.
* To adopt a woman-centred, trauma-informed, strengths-based approach recognising the woman as an expert of her own experiences - referring to and coordinating appropriate support services in accordance with the client requests or needs.
* To work within agreed referral thresholds ensuring these are clearly communicated to external stakeholders.
* To actively target and support engagement of women who could benefit from the service
* To meet with identified women in appropriate locations, undertake strengths based, trauma-informed, holistic needs assessment and develop women centred bespoke support plans
* To support women, build their confidence and self-esteem enabling them to develop strategies to put control, direction, and purpose into their lives within a supportive environment
* To provide information, advice, and advocacy to clients across a number of pathways: needs, encompassing, signposting, and liaison with other services to ensure women can access those services that will offer support with benefits, treatment – including primary health (GP and Dentist), mental health and drug and alcohol services, and children and adult services.
* To support women with accessing and engaging with additional services that will support their recovery and accommodation needs.
* To attend multi-agency (e.g. MARAC) case conferences and ensure multi-disciplinary support is in place.

**Interagency working**

* To attend key local meetings, including host agencies, to ensure all eligible clients can access the service
* To combine an assertive outreach and centre-based approach working closely with key statutory and voluntary agencies in each area to ensure no duplication of service offer.
* To develop and maintain up to date knowledge of services available and communicate this to clients and professionals.
* Develop and maintain positive and mutually supportive stakeholder and networking relationships, particularly with host agencies in Worthing and relevant agencies including Local Authority Housing Dept, Voluntary Sector Housing Providers, Private Rental Sector, Criminal Justice, Social Services, Police, Health, Substance Misuse and Health services.
* With support of the Service Lead ensure the service sets and maintains excellent standards.

**Outputs, outcomes, and monitoring**

* Ensure that outputs and outcomes for women worked with are monitored and evaluated in line with agreed outcomes framework
* Maintain and update clear and accurate written and computer records of each Hub, complete the outcome monitoring, and prepare a quarterly report of this information ensuring that data protection regulations are followed
* Prepare reports, information and data as required by the Service Lead
* Use a range of qualitative and quantitative tools to monitor clients journey including: the Short Warwick Edinburgh Mental Well Being Scale (SWEMWBS), the Outcomes Star, Most significant change and service user forums

**General**

* To be self-servicing and comfortable being co-located within other organisations
* Work within and abide by the organisations Health and Safety, Confidentiality, Equalities, outreach, lone worker and all other relevant policies and protocols.
* Given high level of risk presented by this client group particular attention to be given to adult and child safeguarding
* To act in accordance with BWC policies and procedures.
* To maintain the confidentiality and boundaries of the service and of BWC.
* To identify own development needs and training opportunities
* Commitment to Trauma-informed practice and ability to prioritise self-care and safety and engage in monthly Clinical Supervision and Reflective Practice
* To participate in monthly managerial Supervision and team meetings
* To undertake all necessary administration including the completion of TOIL 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: Women’s Accommodation Support Worker**

Outlined below are the experience, skills, knowledge, and competencies required to carry out the tasks described within the job description. Please ensure that you use examples to demonstrate that you meet each individual criterion in your application.

|  |  |
| --- | --- |
| **Experience** |  |
| 1. Significant experience of working with women with who have experienced multiple disadvantage | E |
| 1. Experience of supporting women who are homeless or at risk of homelessness | D |
| 1. Experience of using needs and risk assessments and using risk management tools and resources | E |
| 1. Ability to develop and monitor agreements with service users, to challenge appropriately, to be creative in-service delivery and to influence change | E |
| 1. Experience of monitoring and data collection systems | E |
| 1. Experience of working with clients in informal group settings | E |
| 1. Experience of working with partner agencies | E |
| **Knowledge** |  |
| 1. Good knowledge of intersecting inequalities and challenges which contribute to women’s risk of homelessness including domestic abuse, sexual violence, trauma, offending, mental health, poverty and drug and alcohol use | E |
| 1. Knowledge of housing legislation, options and processes | D |
| 1. Thorough knowledge, understanding and commitment to equalities and diversity | E |
| 1. Working knowledge of therapeutic interventions. E.g. motivational interviewing | D |
| **Skills** |  |
| 1. Ability to understand, empathise and uphold BWC aims, principles and policies | E |
| 1. Experience of adhering to organisational policies with particular regard to child and adult safeguarding | E |
| 1. Ability to engage with clients who may find it hard to engage with services | E |
| 1. 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 |
| 1. Ability to communicate with and develop and maintain constructive working relationships with a wide range of people using excellent interpersonal and communication skills | E |
| 1. Commitment to extending professional competence, including ability to reflect on practice and make good use of managerial and clinical supervision | E |
| 1. Good computer literacy and administrative skills | E |

**E= Essential criteria**

**D= Desirable criteria**

These criteria will be used for assessing applicants through both application form and interview. Please ensure you address all points.

Appendix

**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 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.