



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

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 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 & 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.

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.

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Company limited by guarantee No: 2601210
(Registered in England and Wales)

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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.



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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 (Brighton Women's Centre)

Job Title: HR Officer

Responsible to: Executive Assistant

Purpose of Role: To manage the administration of BWC's day-to-day HR processes, for all stages of the employee journey, from recruitment and onboarding to leavers. The HR Administrator will be the point of contact for BWC staff with HR queries and will work with the support of external HR advice to ensure legal compliance. They will report to the Executive Assistant.

Salary Grade: £17,035.80 (£28,393 FTE)

Working hours: 21 hours per week

Work locations: Brighton Office, with travel to other BWC locations expected on occasion

Contract Details: Permanent

Job Summary

The successful candidate will have demonstrable experience providing advice to managers and staff on HR related matters. With strong organisational and administrative capabilities, they will work with a high level of attention to detail to administer all HR processes. They will be a clear communicator, able to support staff with HR queries at all stages of the employee journey and to advise on BWC policy where appropriate.

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In addition, the candidate will have an understanding of trauma informed practice and engage in actively ensuring that HR policies and duties are undertaken in line with trauma informed values, as well as equality, diversity, inclusion and belonging.

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

Main Duties

Recruitment

1. Manage the administrative processes for the recruitment of staff, including:
 - a. Preparing recruitment packs
 - b. Advertising roles on relevant sites
 - c. Managing applications and supporting with shortlisting
 - d. Overseeing interview arrangements
 - e. Communicating with successful and unsuccessful candidates
2. Conduct new starter administration, including:
 - a. Right to Work checks and DBS checks
 - b. Preparing offer letters

Onboarding

1. Support the Office Manager and line manager in the induction of new staff by:
 - a. Preparing staff contracts
 - b. Create and maintain records for new staff, including setting up a Breathe HR profile
 - c. Ensuring necessary new starter paperwork and administration is followed up and completed

Employee HR procedures and Administration

3. Oversee all staff contracts, issuing variations and updated contracts where necessary.
4. Maintain all personnel folders, providing information for the Director when necessary, and ensuring data retention policies are followed.
5. Maintain and administrate the Breathe HR system, providing support and oversight of its functions and supporting input around Annual Leave and Sick Leave.
6. Prepare monthly reports for the Finance Officer ahead of payroll, with necessary information relating to absence and leave for Payroll ensuring appropriate application of BWC policies.
7. Support on the administration of all other HR processes, such as:
 - a. TOIL
 - b. Guidance on reasonable adjustments
 - c. Support for Access to Work Schemes

8. Be available for administrative support in HR meetings where necessary, such as minuting formal meetings.

Guidance and compliance

9. Answer queries and questions from the staff team on BWC HR policy and procedures. Facilitate additional guidance for line managers with support from external HR advice for extraordinary or complex cases, including support around performance management of staff.
10. Work with the Executive Assistant to facilitate Staff Wellbeing support and BWC wide policies.
11. Attend training, seminars and stay informed on relevant changes in HR law and policy to ensure compliance.

Innovation and Improvement

12. Engage with training and workshops to explore more gender sensitive, trauma informed, and inclusive practices.
13. Take initiative to identify areas of improvement in BWC HR process, researching or proposing innovations where appropriate.
14. Review HR systems and policies, in line with principles of Equality, Diversity, Inclusion and Belonging and Trauma Informed Working.
15. Collaborate with other colleagues working on improving BWC procedures such as:
 - a. The Anti Racism and Cultural Competency Working Group
 - b. The Coproduction Coordinator
 - c. The Heads of Trauma Informed Practice
 - d. The Accessibility (and any subsequent) Staff Champions

Organisational

16. Actively participate and contribute to ongoing learning and development through line management supervision, clinical supervision, reflective practice, undertaking all mandatory training and identifying own development needs and training opportunities
17. Act in accordance with BWC policies and procedures including understanding our legal obligations around safeguarding, health and safety and data protection.
18. Work at all times to promote equality, inclusion, and diversity.

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: HR Administrator

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. Experience of managing HR functions and administration, including preparing a range of appropriate staff contracts and applying absence policies.	E
2. Experience of developing, maintaining and managing HR databases.	E
3. HR/ CIPD Level 3 qualification or equivalent experience.	E
4. Experience contributing to, collaborating or advising on HR policies or initiatives, such as recruitment best practice or staff wellbeing.	D
Skills	
5. Strong attention to detail, with a diligent approach to duties.	E
6. Ability to manage multiple conflicting priorities, in an appropriately prioritised and time sensitive way.	E
7. Ability to listen and be sensitive, show discretion and tact, but also ability to be assertive when required.	E
8. Strong professional boundaries, with an understanding of the importance of both confidentiality and data protection regulations in relation to HR data.	E
9. Understanding of the principles of trauma informed working, and of gender specific policy making.	D



General	
10. Good numeracy skills.	E
11. Ability to work effectively on own initiative, with a keenness to explore innovative approaches.	E
12. Proficiency with Microsoft Office, Excel, and other online platforms and databases.	E
13. Ability to understand, and uphold BWC aims, principles, policies, and procedures.	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 fifty 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.