**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 (Brighton Women’s Centre)**

**Job Title:** Co-production Co-ordinator

**Responsible to:** Women’s Peer to Peer Service Manager

**Purpose of Role:** TheWomen’s Co-production Coordinator will be responsible for the implementation of co-production within the Peer to Peer (P2P) Service and the management of the organisational wide Community (SU) Forum. She’ll\* then take learnings from the P2P Service to support Service Leads in designing and developing co-production plans for each service. She will be the voice of SUs across the organisation, looking at how co-production begins, develops and becomes embedded within BWC.

**Salary Grade:** £22,714 (£28,393 FTE)

**Working hours:** 28 hours per week within normal office hours, with a blend of office and remote working.

**Work locations:** Brighton & Hove based and some East and West Sussex. Local travel will be expected.

**Contract Details:**Permanent

**Job Summary**

The Women’s Co-production Coordinator will work in a women-centred, trauma-informed, and holistic way. She’ll be responsible for co-ordinating service user (SU) involvement and engagement, working in line with service aims and BWC policies. The aims are to give a platform to SU voices allowing for genuine dialogue across the organisation as a whole and to ensure services develop in ways which are in line with SU’s needs and wants.

Initially she’ll focus on development of co-production activities and approaches within the P2P service. Then take these learnings into other frontline services and across the organisation.

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

**Main Duties**

**Service Specific**

1. Develop and deliver the P2P co-production strategy
2. Devise and deliver a way the P2P service can move towards being fully co-produced across all service activities
3. Create and manage guidance and process documents and administration to support P2P co-production
4. Identify and trial new ways to support SU involvement, evaluating the effectiveness of different approaches
5. Work alongside the P2P Service Manager, Support Coordinator, and peers in co-creating initiatives which meet service aims

**Organisational**

1. Adopt a flexible, woman-centred, trauma-informed, asset-based approach, recognising the woman as an expert of her own experience
2. Co-develop, recruit, and manage the Community Forum, liaising with Service Leads, and advocating for the benefits of SU voices and the change this brings across the organisation
3. Manage the provision of support (1:1 and/or group) to enable SUs to feel empowered and to gain new experiences from their Community Forum participation
4. Develop community bridges to increase SU engagement from wider community groups, while identifying barriers to engagement and exploring ways of overcoming these
5. Manage any budget expenditure in relation to SU involvement and engagement activities
6. Contribute to timely data recording and impact measurements in ways that maintain quality and data privacy
7. Review and analyse learnings between services and from external partners to ensure a continuous learning loop
8. Input into reports, evaluations, partnership meetings, as required
9. Work closely with colleagues in them achieving their co-production aims, and collaborate with BWC colleagues in the success of the Community Forum
10. 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
11. Act in accordance with BWC policies and procedures including understanding our legal obligations around safeguarding, health and safety and data protection
12. Work at all times to promote equality, inclusion, and diversity
13. Act in the absence of the Service Manager or Coordinator, as required

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: Co-production Co-ordinator**

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. Understanding of the issues relating to women and children with multiple and complex needs including mental health, physical health, and traumatic life experiences | E |
| 1. Experience in providing support to women with multiple complex needs including emotional, practical and education, training, employment support | E |
| 1. Knowledge, skills, and experience in working with those with lived experience, understanding SU aspirations and supporting the process of achieving those goals | E |
| 1. Knowledge, skills, and experience in the development of co-production including overseeing a SU Forum | E |
| 1. Demonstrable experience of group facilitation and a good awareness of group work dynamics | E |
| 1. Experience in positive relationship building across different groups of people in the community and networking within the voluntary and community sector | E |
| 1. Knowledge of referral pathways and signposting to other support services | D |
| 1. Knowledge and understanding of the experiences and issues relating to women and the Criminal Justice System | D |
| **General** |  |
| 1. Ability to understand, empathise and uphold BWC aims, principles, policies, and procedures | E |
| 1. Commitment to developing professional development, including ability to reflect on practice and support your team do the same | E |
| 1. Ability to work proactively, flexibly, and independently with excellent interpersonal skills | E |
| 1. Experience in collaboration, co-ordination, and delivery of service (or project) activities | E |
| 1. Proactive in streamlining P2P administration and processes | D |
| 1. Commitment to proposing innovative aspects of service delivery, creative new ways of working, and having a solutions-based approach | D |
| 1. Ability to travel across Sussex | 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.