**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 [hr@womenscentre.org.uk](mailto:hr@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: [hr@womenscentre.org.uk](mailto:hr@womenscentre.org.uk) prior to interview.

**BWC BENEFITS**

**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:** FreelanceClinical Supervisor

**Providing services to:** Director of BWC

**Purpose of Role:** To provide high quality, specialist trauma informed supervision for staff working with women with multiple and complex needs and affected by traumatic life experiences.

**Salary Grade:** £60 per hour

**Working hours:** To be determined based on availability within normal office hours, Monday-Friday 9am to 5pm

**Work locations:** Flexible - Brighton/wider Sussex/online

**Contract Details:**Freelance

**~~Closing Date~~**~~: 16~~~~th~~ ~~October 2024, 9am~~

**~~Interview Date~~**~~: w/c 22~~~~nd~~ ~~October~~

**~~Please note, we are also interested in hearing from freelance supervisors who could offer some or all of these hours; please apply the same way.~~**

**Role Summary**

BWC is seeking a supervisor to support the BWC staff team, to provide specialist trauma informed supervision to groups of staff. This role will utilise a high level of knowledge, experience of therapeutic models and previous experience of our client group’s wide range of mental health difficulties, presenting problems and life experiences.

The ~~BWC~~ Clinical Supervisor will provide monthly trauma informed supervision group sessions to a maximum of three BWC members of staff at a time.

The successful candidate will utilise a high level of knowledge and competence, having previous experience of the client group and understanding of the variety and complexity of mental health problems, developmental processes and interpersonal factors staff teams will be working with.

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

**Duties and key responsibilities**

1. Provide group supervision for BWC staff, that is reflective and reflexive thus encouraging learning and insight.
2. To work in line with the BWC Clinical Supervision policy.

**Clinical Responsibilities**

1. To uphold the highest possible standards of ethical practice with regards to supervision and to foster these high standards of practice in the overseeing of work by BWC staff, including an understanding of power dynamics, at the interpersonal, organisational and societal level.
2. To utilise knowledge and actively promote self-care for staff regarding the neuroscience of empathy, vicarious trauma, and compassion fatigue.
3. To receive regular clinical and professional supervision with supervisor(s) in accordance with relevant policies and professional guidelines
4. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

**Organisational**

1. To work collaboratively with colleagues, and in the service of BWC aims and values.
2. Actively participate and contribute to ongoing learning and development through line management supervision, clinical supervision, reflective practice, including undertaking all mandatory training and identifying own development needs and training opportunities.
3. To undertake all necessary administration including the completion of ~~TOIL and~~ time sheets and answering correspondence in a timely manner.
4. To act in accordance with BWC policies and procedures including understanding our legal obligations around safeguarding, health and safety and data protection.
5. To promote equality, inclusion, and diversity, including neurodivergence, chronic health conditions, multifaceted impacts of trauma, and intersections with gender and gender identity.
6. Given high level of risk presented by the client groups BWC supports particular attention to be given to adult and child safeguarding.
7. To maintain the confidentiality and boundaries of the service and of BWC.

~~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: Freelance Clinical Supervisor**

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** | |
| Professionally trained in clinical supervision | E |
| A recognised professional qualification in Psychotherapy or Counselling or Counselling Psychology at Level 7 or above. | E |
| Accreditation with a relevant professional body | D |
| Demonstrable experience in supervising staff working in frontline services | E |
| Training around trauma, and commitment to trauma informed practice | E |
| Experience supporting clients facing complex challenges and situations, including substance misuse, housing, criminal justice system | D |
| **Skills and Knowledge** | |
| Knowledge of and supervisory level expertise in a range of appropriate theoretical models including a psychodynamic approach | E |
| Knowledge of safeguarding policies and procedures | E |
| Knowledge of data protection and GDPR | D |
| Ability to draw on self-awareness and resilience, in order to deliver high quality work and form positive professional relationships. | E |
| **General** | |
| Awareness and commitment to understanding equality, diversity, and inclusion, and how these intersect gender and gender identity. | E |
| Ability to understand, empathise and uphold BWC aims, principles, policies, and procedures | D |
| Organised, collaborative and responsive | D |

**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.