**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**

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:** Brighton Women’s Centre

**Job Title:** Care Not Custody Caseworker

**Responsible to:** Care Not Custody Senior Practitioner

**Purpose of Role:** To deliver one to one case-work interventions for women in contact with Sussex Police, Probation, or Probation Breach Court, as well as supporting the wider Inspire project in their work with women in the Criminal Justice System.

**Salary Grade:**  £15,709.03 Pro rata (FTE £27,490)

**Working hours:** Post 1 – 20 hours, East Sussex  
Post 2 – 20 hours, West Sussex  
Both positions - within normal office hours 9am – 5pm. Occasional out of hours may be required.

**Work locations:** Care Not Custody Caseworkers are based pan Sussex with one post being in Eastbourne (East Sussex) and one post in Worthing or Crawley (West Sussex) with some blended work from home and other BWC locations in Sussex. Local travel will be expected.

**Contract Details:**Fixed term until 31st March 2026.

**Job Summary**

**Care Not Custody** is an intervention service in partnership with Sussex Police and Probation, to divert women away from the criminal justice system, by offering case work support through an Out of Court disposal (OOCD) or intervention to prevent a breach of their probation order.

Care Not Custody encourages frontline Police Officers to consider an OOCD in cases where they would normally have charged a woman. Currently, women who receive a caution or community resolution do not have access to a women specific service in Sussex. Women who agree to the condition will be referred to BWC by Sussex Police for casework support, diverting them away from the formal criminal justice system into a holistic support package.

Care Not Custody will work closely with Probation Officers to identify women who are at risk or in breach of their community order or licence agreement and offer interventions to encourage women to re-engage.

The **Care Not Custody Caseworker** will provide holistic, integrated casework support for women in Sussex. She will support women to navigate and access the services they require to address a range of practical and emotional needs, including helping with signposting, advocacy, and referrals. She will be informed by BWC’s values, policies and procedures and will understand the importance of building trust and self-esteem with service users to enhance recovery and engagement with BWC and other services. She will complete all reporting requirements on the BWC database.

This project sits within **BWC’s Inspire Service,** which delivers support for women who are involved in the Criminal Justice System and is the Ministry of Justice (MoJ) Commissioned Rehabilitative Services (CRS) provider for women in Sussex. In line with BWC values, Inspire adopts a relational, trauma-informed, strengths-based approach. Inspire supports women with a range of underlying needs, with the overarching aim of supporting women to move away from the Criminal Justice System and improve their access to a range of services.

**\*This post is restricted to self-identifying women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010 and is subject to an enhanced DBS check.**

**Main Duties**

**One-to-one casework support**

1. To hold a caseload, providing women’s centred support and advocacy that is bespoke, holistic, and integrated and which encompasses a range of financial, health, social and relationship needs.
2. To adopt a woman-centred, trauma-informed, strength-based approach that recognises the woman as an expert of her own experiences – referring to and coordinating appropriate support services in accordance with the woman’s requests or needs.
3. Conduct initial assessment appointments, create bespoke, holistic, and integrated Support Plans, in collaboration with the women allocated to you on your caseload.
4. Manage allocated referrals from Sussex Police, Breach Court, or Probation, delivering support, and writing up case notes.
5. Involve women in all aspects of her support with BWC, including safety planning and safeguarding.
6. Support women to engage with BWC to build their confidence and self-esteem, enabling them to develop strategies to put control, direction, and purpose into their lives within a supported environment.
7. Provide information, advice, and advocacy to clients addressing multiple needs, encompassing signposting and liaison with other services to ensure women can access support with benefits; health treatment including primary health (GP and Dentist); mental health and drug and alcohol services; children and adult services and others.
8. Provide outreach support for women who have disengaged and are at risk of breaching their Probation order.

**Interagency working**

1. To work alongside external professionals making referrals for support and feedback outcomes to them.
2. To work in liaison with our partners, and stakeholders to improve outcomes for women.
3. To work flexibly by being available to attend court, police custody and other appointments with women where appropriate.
4. To develop and maintain up-to-date knowledge of services available and communicate this to clients and professionals.
5. Develop and maintain positive and mutually supportive relationships with relevant agencies including Police, Probation, Adult Social Care, Children’s Services, DWP and VAWG services.
6. Contribute to or attend multi-agency meetings (e.g., MARAC, MARM) and ensure multi-disciplinary support is in place.
7. To support the running of BWC hubs and attend Probation breakfast clubs as appropriate and other BWC locations

**Outcomes and Monitoring**

1. Maintain and update clear and accurate written and computer records of all interventions, including writing case notes and using the BWC database
2. Monitor each woman’s journey and progress using quantitative and qualitative tools.
3. Ensure that outputs and outcomes for women are monitored and evaluated in line with agreed outcomes frameworks.
4. Complete monitoring, and reports on the BWC database, and prepare reports, information and data as required.

**General**

1. To work independently, managing your caseload, time, and priorities.
2. To work flexibly, based in BWC offices/spaces, from home and co-located within other organisations, including breach Court.
3. 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.
4. To maintain the confidentiality and boundaries of the service and of BWC.
5. To identify own development needs and training opportunities.
6. To participate in monthly managerial and clinical Supervision, monthly team meetings and reflective practice sessions at BWC.
7. To undertake all the necessary HR administration including completing/adhering to our online annual and sick leave records and maintain strong teamwork by keeping in regular contact with your line manager.

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: Care Not Custody Caseworker**

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 how you meet each individual criterion in your application**.

|  |  |
| --- | --- |
| **Experience** |  |
| 1. Significant experience of working with women living with multiple disadvantages | E |
| 1. Experience of using needs and risk assessments and using risk management tools and resources | E |
| 1. Experience of monitoring and data collection systems | E |
| 1. Experience of adhering to organisational policies with particular regard to child and adult safeguarding | E |
| **Knowledge** |  |
| 1. Good knowledge of how to engage women experiencing multiple disadvantage which contributes to their risk of Criminal Justice involvement, including trauma and interpersonal violence, mental health, accommodation, finance, and drug/ alcohol use | E |
| 1. A clear understanding of what trauma informed practice entails, as well as an awareness of what it means to work in a trauma informed way. | D |
| **Skills** |  |
| 1. Ability to understand, empathise and uphold BWC aims, principles and policies, including thorough knowledge, understanding and commitment to equalities and diversity | 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 | D |
| 1. Ability to communicate with partner agencies and develop and maintain constructive working relationships with a wide range of people using excellent interpersonal and communication skills | E |
| 1. Ability to develop and monitor agreements with service users, to challenge appropriately, to be creative in casework delivery and to inspire change in one-to-one settings. | E |
| 1. Commitment to extending professional competence, including ability to reflect on practice and make good use of managerial and clinical supervision | D |
| 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 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.