**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 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 prior to interview.

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

**Responsible to:** WASS (Women’s Accommodation Support Service) Senior Practitioner

**Purpose of role:** To co-deliver once weekly Women-only Hub and provide one-to-one case work support for homeless and insecurely housed women.

**Salary Grade:**  £28,672.91 pro rata

**Working hours:** 21 hours per week

**Work locations:** BWCBrightonOffice plus hub venue in Worthing.

**Contract Details:** 1 yearfixed term until March 2026 with the possibility of renewal.

**Job Summary**

BWC Women’s Accommodation Support Service (WASS)**,** delivers support for women who are homeless or insecurely housed. In line with BWC values, WASS adopts a relational, trauma responsive, strengths-based approach. WASS supports women with 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 co-facilitate weekly women-only Hubs for women who are homeless or insecurely housed. The Hub offers women access to practical and emotional support as well as specialist advice, information and access to other relevant support services.

The WASW will work with each woman to co-produce a support plan which will include signposting, advocacy, and referrals to other BWC services and local agencies. 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.

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

**\*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**

**Co-deliver weekly Women only Hubs**

1. To ensure the Hubs offer a safe and welcoming environment for service users.
2. To actively support women to use the Hub, and access additional services that will support them with accommodation or additional support needs.
3. To support co-location of other specialist services at the Hub, enhancing women’s engagement by acting as a bridge into further support
4. To adopt a woman-centred, trauma-informed, strengths-based approach recognising each woman as the expert of her own experiences
5. To keep the views and wishes of women who attend the Hub central to its continuous development and improvement
6. To maintain up to date and relevant advice and information resources about relevant services

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

1. To provide personalised support in collaboration with each woman, which encompasses a range of accommodation, financial, health, social and relationship needs.
2. To work within agreed referral thresholds ensuring these are clearly communicated to external stakeholders.
3. To actively encourage the engagement of women who could benefit from the service
4. To provide information, advice and advocacy to women across a number of pathways of need, including signposting and liaising with other services to ensure women can access support with domestic abuse, sexual violence, welfare benefits, primary health (GP and Dentist), mental health and drug and alcohol services, and children and adult services.

**Interagency working**

1. To work with partners to promote the service and improve access to the service for all eligible women.
2. To develop and maintain up to date knowledge of services available and communicate this to clients and professionals.
3. Develop and maintain positive, professional, and mutually supportive stakeholder relationships with 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.
4. Work closely with key statutory and voluntary agencies in each area to reduce duplication of service offer and provide effective support around the Service User.

**Outputs, Outcomes, and monitoring**

1. Ensure that outputs and outcomes are monitored and evaluated in line with agreed outcomes framework
2. Maintain and update clear and accurate written and computer records of each Hub, each Service user and complete outcome monitoring to support quarterly reporting to funders.
3. Prepare case studies, reports, information, and data as required.

**General**

1. To be self-servicing and comfortable being co-located within other organisations
2. Work within and abide by the organisation’s Health and Safety, Confidentiality, Equalities, Outreach, Lone worker and all other relevant policies and protocols.
3. To pay particular attention to adult and child safeguarding protocols, given the high level of risk presented by this client group.
4. To maintain the confidentiality and boundaries of the service and of BWC.
5. To identify your own development needs and training opportunities
6. To demonstrate a commitment to Trauma-informed practice and the ability to prioritise self-care and safety.
7. To participate in monthly managerial and clinical supervision
8. To participate in monthly team meetings and reflective practice sessions at BWC
9. To undertake all necessary administration duties 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 multiple complex needs (MCN)
 | E |
| 1. Experience of engaging & supporting women who are homeless or at risk of homelessness
 | E |
| 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, including adhering to GDPR and thorough data collection methods
 | E |
| 1. Experience of working with clients in informal group settings
 | E |
| 1. Experience of partnership working
 | E |
| **Knowledge** |  |
| 1. Good knowledge of multiple disadvantages which contribute to women’s risk of homelessness including domestic abuse, trauma, mental health, poverty and drug and alcohol use
 | E |
| 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. Proven ability to adhere to organisational policies and procedures with particular regard to child and adult safeguarding, lone working, and professional communication
 | 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.