

**BWC APPLICATION PACK**

Thank you for your interest in a position with Brighton Women’s Centre (BWC).

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 forms, 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. 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.

**\*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.**

**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.

BW**C** **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 maintained between service users and staff at all times, 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

**Job Title:** Care Not Custody Senior Practitioner

**Responsible to:** Inspire Manager

**Responsible for:** Care Not Custody caseworkers

**Purpose of roles:** To support with the management of the day-to-day operation of the Care Not Custody Project, delivering targeted case-work interventions to women with; Out of Court Disposals or at risk or in Breach of their community orders as well as supporting the wider Inspire project in their work with women in the Criminal Justice System.

**Salary Grade:** £31,523.89 (FTE)

**Working hours:** 35 hours per week within normal office hours 9am – 5pm. Occasional out of hours may be required. Travel across Sussex will be expected.

**Work locations:** The project is Pan-Sussex with work base to be agreed. Travel to other BWC locations and partner locations will be expected. Care Not Custody staff are based in Brighton, West Sussex and East Sussex.

**Contract Details:**Fixed term until March 2026

**Job Context**

**Care Not Custody** is an intervention service in partnership with Sussex Police and HMPPS Probation service, to divert women away from the criminal justice system, by offering an Out Of Course disposal (OOCD)\* or to support women who are at risk of, or in Breach of their community orders to reengage with the service.

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

\*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 via the Adult OOCD team, for casework support, diverting them out of the formal criminal justice system into a holistic support package.

The **Care Not Custody Senior Practitioner** will assist with the day to day running of this service, through line management of caseworkers as well as supporting a caseload of women and assisting the manager with monitoring and evaluation of the service. The Care Not Custody Senior Practitioner will also be available to support the Inspire manager with the Inspire’s core delivery.

Work will be informed by BWC’s values, policies, and procedures at all times as well as statutory requirements, operational plans and budgets and sector best practice.

**Main Duties:**

**Management of Case work and Referrals**

1. To co-ordinate and oversee new referrals to the service, setting and maintaining agreed referral thresholds with the Service Manager and ensuring these are clearly communicated to external stakeholders.

2. To oversee case management and allocation meetings with the Service Manager, making decisions about the suitability of the lead caseworker in relation to cases and level of intervention required.

3. To provide one-to-one line management supervision to caseworkers, in line with BWC policy and guidance.

4. To hold a complex caseload, providing intensive personalised support and advocacy that is bespoke, holistic and integrated and which encompasses a range of financial, health, social and relationship needs.

5. To oversee outreach support for women who are not able to engage through traditional pathways

**Interagency working**

1. To work with the Inspire manager in liaison with our partners, and stakeholders to improve outcomes for women.
2. To work flexibly by being available to attend court and police custody and other appointments with women where appropriate.
3. To work with the Inspire manager to develop and work in partnership with Sussex Police and Probation as well as providers of local services such as domestic abuse, substance abuse, mental health support.
4. To proactively engage with stakeholders to increase understanding of the particular issues facing women in the criminal justice system and the benefits of trauma-informed holistic support.
5. To provide feedback to stakeholders, highlighting the impact of the project and building trust in gender specific, trauma-informed support.
6. To ensure the most appropriate clients are being referred to the service.
7. To develop and maintain up to date knowledge of services available locally and communicate this to staff team, clients, and professionals.
8. To ensure appropriate staff attend multi-agency case conferences and that multi-disciplinary support is in place.

**Outputs, Outcomes and monitoring**

1. Ensure that outputs and outcomes for the Inspire service are monitored and evaluated in line with agreed outcomes framework and in line with national good practice and agreed protocols.
2. Maintain and update clear and accurate written and digital records of all interventions, complete outcome monitoring and prepare a quarterly report of this information ensuring that data protection regulations are followed.
3. Prepare reports, information and data as required for funders, BWC Management, Board of Trustees and others as required.
4. Use a range of qualitative and quantitative tools as required.
5. To assist in the development of new services and procedures as required.

**General**

1. Assist the Inspire Manager in ensuring the Care Not Custody service, and the Inspire service as a whole, maintains a high profile among stakeholders by attending meetings, delivering reports and presentations as required and by responding to and referring on queries where there is an opportunity to profile our work.
2. To be self-servicing and comfortable being co-located within other organisations.
3. Work within and abide by the organisation’s Health and Safety, Confidentiality, Equalities, Outreach, Lone worker and all other relevant policies and protocols.
4. To give particular attention to the level of risk presented by this client group in relation to adult and child safeguarding.
5. To act in accordance with BWC policies and procedures.
6. To maintain the confidentiality and boundaries of the service and of BWC.
7. To identify own development needs and to participate in any training in order to maintain competency.
8. To participate in monthly managerial and clinical Supervision.
9. To act in the absence of other Manager(s)/Director as required.
10. To participate in monthly team meetings and reflective practice sessions at BWC.
11. To undertake all the necessary administration including the use of information technology.

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 Senior Practitioner**

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| **Experience** | Essential/  Desirable |
| 1. At least three years’ experience working with women who have experienced multiple disadvantages | E |
| 1. Proven track record and skills in working with women’s needs in at least two of: homelessness, trauma and abuse, domestic violence, mental health, alcohol and substance misuse, children and families, criminal justice system, finance | E |
| 1. At least two years’ experience of providing line management supervision | E |
| 1. Experience of working in partnership with a range of agencies including voluntary and statutory sector | E |
| 1. Experience of working with offenders or those at risk of offending | D |
| 1. Proven experience in working to outcomes and meeting targets | E |
| 1. Experience of working in a therapeutic role | D |
| **Knowledge** |  |
| 1. Good knowledge of multiple disadvantage experienced by women and the risks associated with involvement in the criminal justice system | E |
| 1. Thorough knowledge, understanding and commitment to equalities and diversity | E |
| 1. A thorough understanding of safeguarding issues in relation to adults and children at risk and how to apply these in practice | 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. Ability to provide advocacy to on behalf of women to increase access to services and ensure their rights | E |
| 1. Excellent skills in case management including: assessment of client needs and risk, support planning and case recording | E |
| 1. Ability to lead a service and motivate a team effectively under pressure within challenging and changing environments, and to deal with difficult or unpredictable situations effectively | E |
| 1. Experience of adhering to organisational policies with particular regard to child and adult safeguarding | E |
| 1. Ability to engage with clients who may find it hard to engage with services | E |
| 1. Excellent organizational skills with the ability to prioritise own work and that of others | 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 IT skills, including word processing, databases and spreadsheets | E |

E= Essential criteria

D=Desirable criteria

**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.