**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 AND 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: 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 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:** Brighton Women’s Centre
 **Location:** 22 Richmond place, BN2 9NA

**Job Title:** Toybox Deputy Manager
 **Responsible to:** Toybox Manager and Head of Services
 **Responsible for:** Assisting the Early Years Manager with day-to-day childcare sessions; taking responsibility for specific areas of work.
 **Salary Grade:** £12,091.49 pro rata (£24,961.79 FTE). Salary is annualised and paid in 12 equal instalments.

**Working Hours:** 20 hours per week, term time only (39 weeks per year). Shift pattern to be agreed with Manager.

**\*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.**

### **Purpose of job:** To deputise and effectively coordinate daily childcare operations in the absence of the manager, supporting the delivery of high-quality care and education. The deputy manager will support day-to-day operations and take responsibility for key tasks in line with Ofsted and Early Years Foundation Stage (EYFS) statutory requirements and current safeguarding and welfare standards.

### **Background**

Toybox is a term-time childcare group serving families across Brighton and Hove, with close links to the Brighton Women’s Centre. We are proud to provide inclusive, high-quality early years education and care for a diverse community. Our ethos is rooted in child-centred practice informed by Reggio Emilia, Froebelian and holistic approaches. We foster a therapeutic, calm, and nurturing environment enriched by outdoor learning opportunities, particularly through regular visits to outdoor spaces.

Toybox was rated outstanding by Ofsted in its last two inspections (most recently in 2023). Our team is committed to continual reflection and professional development, focusing on a trauma informed approach.

### **Job summary**

We are seeking a highly motivated and enthusiastic deputy manager with a minimum level 3 early years qualification and at least two years of post-qualifying experience in a senior role (or equivalent). The deputy manager will support the manager in all aspects of childcare provision, including maintaining appropriate staffing ratios, delivering inspiring educational activities, managing administrative duties, and ensuring the highest standards of safeguarding.

Experience as a key person, working with children with special educational needs and disabilities (send), and supporting children with English as an additional language (EAL) is essential.

**DUTIES AND KEY RESPONSIBILITIES**

**Main Duties:**

1. Assist the manager in developing and implementing the EYFS curriculum and high-quality, inclusive practice in line with Ofsted and local authority standards.
2. Support delivery of consistent, nurturing, and stimulating childcare and education, tailored to individual children's needs.
3. Supervise and support early years staff, students, and volunteers.
4. Take responsibility for the day-to-day running of the setting in the absence of the manager.
5. Act as a safeguarding champion, supporting and implementing robust safeguarding and child protection procedures.
6. Ensure full compliance with Ofsted and early years care standards, policies, and procedures.
7. Manage administrative responsibilities such as registers, H&S checks and GDPR.
8. Attend team meetings, supervision sessions, and external agency meetings as required.
9. Build and maintain strong partnerships with parents/carers and liaise with professionals to ensure holistic support for each child.
10. Identify professional development needs and undertake ongoing training and reflective practice.
11. Promote and model inclusive practice, equality, and diversity at all times.
12. Contribute positively to the team ethos and wider organisational goals of Brighton Women’s Centre.
13. Perform other duties commensurate with the role as required by management.

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: Toybox Deputy Manager**

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| **Requirements** | **Essential/ Desirable** |
| **Qualifications and Training** |  |
| Minimum Level 3 Early Years Qualification (as defined by DfE approved qualifications list) | Essential |
| Up-to-date Safeguarding & Child Protection Training (within last 2 years,) | Essential |
| Paediatric First Aid Certificate (renewed within last 2 years,) | Essential |
| Level 2 qualifications in English and Mathematics  | Desirable |
| Qualification/training in SEND or inclusive practice | Desirable |
| IT or Admin-related qualification  | Desirable |
| **Experience and Knowledge** |  |
| Minimum 2 years’ experience in a senior Early Years role (management, senior lead) | Essential |
| Proven understanding of the EYFS (2024) framework and statutory responsibilities | Essential |
| Experience of leading or supervising a team, including reflective practice and performance support | Essential |
| Key Person responsibility with experience supporting vulnerable children (e.g., SEND, EAL, or looked-after children) | Essential |
| Experience in planning and delivering a child-centred curriculum  | Essential |
| Experience of working in a trauma-informed, inclusive setting (training will be provided) | Desirable |
| Understanding of therapeutic approaches to play and early childhood trauma | Desirable |
| Experience of engaging with multi-agency and wraparound support services i.e SALT, Social service, multi-agencies | Essential |
| Experience mentoring or supporting peer development | Essential |
| **Skills and Abilities** |  |
| Ability to plan and lead engaging, inclusive learning experiences | Essential |
| Strong knowledge of safeguarding, safer recruitment and designated safeguarding responsibilities | Essential |
| Excellent written and verbal communication skills | Essential |
| Ability to maintain high-quality EYFS documentation, observations and assessments | Essential |
| Ability to build meaningful relationships with children, families and colleagues | Essential |
| Competent IT skills (including nursery management software and digital observation systems i.e ‘Famly’) | Essential |
| Ability to manage daily routines, transitions, and ensure safety, cleanliness and compliance with health and safety standards | Essential |
| **Personal Qualities** |  |
| Passionate advocate for inclusive, child-led learning | Essential |
| Self-motivated and resilient, with excellent time management skills | Essential |
| Committed to reflective practice and continuous professional development | Essential |
| A team player with a collaborative, supportive approach | Essential |
| Interest or hobby that enriches provision (e.g., music, languages, outdoor learning) | Desirable |
| Committed to equality, anti-discriminatory practice and celebration of diversity | Essential |

**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 living with multiple disadvantages 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.

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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.

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