

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. We are also keen to receive applications from candidates who have experience of the criminal justice system and people with LGBTQ+ identities.

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.

\*This post is restricted to 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.

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**

**Job Title:**   Women’s Secure Pathway Enhancement Worker

**Employer:** Brighton Women’s Centre

**Job Title:   Women's Secure Pathway Project: Senior Enhancement Worker**

**Responsible to:** Health and Wellbeing Strategic Lead

**Responsible for:** Women's Secure Pathway Project Support Workers

**Purpose of role:** To support with the management of the day-to-day operation of the Women’s Secure Pathway project. You will be delivering one to one support for a small caseload of women in the hospital as well as co-designing and delivering a weekly group activity. You will also be responsible for providing line management to a team of 3 Women’s Enhancement Workers delivering support in other women’s secure hospitals.

**Salary Grade:** £30,224.25 FTE (Actual Salary £18,134.55)

**Working hours:** 21 hours per week within normal office hours 9am – 5pm. Occasional out of hours may be required. Travel across Sussex, Kent and Surrey will be expected

**Work locations:** Based in either Hazel ward at the Chichester Centre in Sussex or Walmer Ward at the Trevor Gibbens Unit in Maidstone, Kent Blossom Ward Hellingly Centre, Hailsham secure forensic hospital. Travel to other Women’s Secure Pathway Project wards and BWC locations will be expected.

**Contract Details:**Fixed term until 31st March 2027 with possibility of extension subject to agreement

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

**Job Summary**

The **Women's Secure Pathway Project:** **Senior Enhancement Worker** will be responsible for short-term support, working one-to-one, with 4 women on a weekly basis. The focus of these sessions will be led by each woman with the overarching aims of supporting engagement with key links between secure inpatient services and the outside community, such as the Occupational Therapy Team, Community Mental Health Team, Forensic Outreach Liaison Service (FOLS) and Social Workers, working in in a trauma-informed way to enhance any existing support plans. The primary objectives are to further build women’s knowledge, confidence and strategies to prepare them for the transition into the community and to connect them with services and professionals who can offer ongoing support within the community.

The Women’s Secure Senior Enhancement Worker will work with a women-centred, trauma-informed, and holistic approach. They will create a safe, non-judgmental environment in which to co-produce support across a range of pathway needs, including recognising domestic abuse and understanding healthy relationships, welfare benefits, housing, parenting and families, physical and mental health services, employment, and education. The Women’s Secure Pathway Enhancement Worker will do this in partnership with other professionals to eg Social Workers, Occupational Therapy Team to ensure joined up support around each woman.

They will provide trauma-informed strengths-based line-management to the team of Women’s Enhancement Workers based in other hospitals.

They will be informed by BWC’s values, policies and procedures and will understand the importance of building trust and sense of worth with service users, to enhance recovery and engagement with services in the community. They will complete all reporting requirements on the BWC database.

**Main Duties**

**Management**

1. To provide one-to-one line management supervision to Women's Secure Pathway Project Support Workers, in line with BWC policy and guidance.
2. To support the team to actively engage with hospital staff around risk assessment and management in relation to activities and individual women and adhere to the trust policies and procedures.
3. Assist the Strategic Lead in ensuring the Women’s Secure Pathway Project 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.
4. To ensure all women are able to access the service

**Service Specific**

1. Adopt a flexible, woman-centred, trauma-informed, asset-based approach, recognising each woman as the expert of her own experience.
2. Co-produce holistic support with women to build on their knowledge and understanding of available support beyond the secure facilities.
3. Offer trauma-informed support in 1-1 sessions that is bespoke, holistic and that compliments any existing support plans she has in place to address a range of emotional and practical needs including; accommodation, financial, health, social and relationship needs
4. Provide practical information, advice and advocacy to women in partnership with other key staff across a number of pathway needs, encompassing signposting and liaison with other services to ensure women can access support with essential services such as DWP, primary health (GP and Dentist); mental health and drug and alcohol treatment and recovery services; Adult Social Care and Children’s Services.
5. Co-design and deliver a range of weekly enhancement group activities with the core aim of further building on women’s strengths, resilience and self-compassion and improving well-being.
6. Develop strong working partnerships with all ward based staff including Occupational Therapy Team, Community Team/Forensic Outreach Liaison Service (FOLS) and Social Workers to support women’s involvement in plans for their transition into the community or other setting.
7. Support women to access information and understand processes around tasks such as registering with a GP, setting up bank accounts, looking at monthly budgets and managing debt.
8. Build positive relationships with key hospital staff to enable safe working through appropriate information sharing and problem solving to enhance smooth delivery of the project.
9. Attend relevant planning, BWC and partnership meetings

Interagency working

1. To work in liaison with our partners, and stakeholders to improve outcomes for women.
2. To be aware of the Sussex , Surrey and Kent Adult Safeguarding policies
3. To engage with any mandatory induction activities and training requested of her by the trust and BWC
4. To develop strong relationships and work in partnership with hospital staff, Community Mental Health team and Forensic Outreach Liaison Service (FOLS) staff as well as providers of local services such as domestic abuse, welfare benefits, substance abuse and recovery, mental health support.
5. To pro-actively engage with stakeholders to increase understanding of the particular issues facing women in the Women’s Forensic Pathway and the benefits of trauma-informed, holistic support.
6. To provide feedback to stakeholders, highlighting the impact of the project and building trust in gender specific, trauma-informed support.
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 Women’s Secure Pathway Project 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 using a range of qualitative and quantitative tools as required.
4. To assist in the development of new services and procedures as required.

**General**

1. To be self-servicing and comfortable being co-located within other organisations.
2. Work within and abide by BWC’s Health and Safety, Confidentiality, Equalities, Outreach, Lone worker and all other relevant policies and protocols.
3. To act in accordance with BWC policies and procedures as well as local policies and procedures related to the safe operation of the ward abd hospital in which working.
4. To maintain the confidentiality and boundaries of the service and of BWC.
5. To identify own development needs and to participate in any training in order to maintain competency.
6. To participate in monthly managerial and Clinical Supervision, and Reflective Group Practice.
7. To act in the absence of other Manager(s) as required.
8. To undertake all 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. This procedure is conducted by the Director in full consultation with the jobholder in line with best practice employment guidelines.*

*This post has been identified as involving access to vulnerable adults and/or children and successful applicants will be required to undertake an enhanced level Disclosure & Barring Service Check.*

*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). 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.*

*\*This post is exempt under Schedule 9 pt.1 of the Equality Act 2010*

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Categories** | **Essential/ Desirable** |
| **Experience** |  |
| 1. Significant experience working with women who have experienced multiple disadvantages – especially those involved with Mental Health Service and/or the Criminal Justice System | E |
| 1. Significant experience of providing line management supervision | E |
| 1. Experience of working in partnership with a range of agencies including voluntary and statutory sector using excellent communication and interpersonal skills | E |
| 1. Proven experience in working to outcomes and meeting targets | D |
| 1. Experience of working with women in group settings | D |
| **Knowledge** |  |
| 1. Good knowledge of multiple disadvantages experienced by women including trauma, domestic abuse, sexual violence mental ill-health, homelessness and/or insecure housing, child separation, finances/poverty, and drug/ alcohol use | E |
| 1. A clear understanding of trauma informed practice, and working knowledge of what it means to work in a trauma informed way | E |
| 1. A thorough understanding of safeguarding issues in relation to adults and children at risk and how to respond appropriately to concerns disclosed or raised. | E |
| 1. Some knowledge of the Mental Health Act 1983 including its provisions, regulations and implications for the rights and treatment of individuals in secure mental health facilities | 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. 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. Excellent organizational skills with the ability to prioritise own work and that of others | 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 when appropriate | 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 IT skills, including word processing, databases, and spreadsheets | E |
| 1. Ability to travel throughout Sussex, Surrey and Kent | E |
| 1. Ability to organise and manage own admin tasks, including updating BWC’s case management database. | E |

*These criteria will be used for assessing applicants through both application form and interview. Please ensure you address all points.*

**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.