

**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](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 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.**

**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 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

**Purpose of role:**  The Women’s Secure Pathway Enhancement Worker will co-produce 1-1 support with all women in secure mental health facilities around the emotional and practical aspects of managing transitions in partnership with other key staff involved in their support.

They will co-produce group well-being activities that are aimed at building on strengths and enhancing the well-being of women in the secure setting in partnership with other key staff on the wards.

**Salary:**  £10,996.33 pro rata, £27490.82 (FTE)

**Working hours:** 14 hours per week, over 2 set days each week (one to be Thursday – the other day to be agreed with Manager)

**Work location:** Hospital based – either a) Hazel Ward at the Chichester Centre in West Sussex, b) Walmer Ward at the Trevor Gibbens Unit in Maidstone, or c)Blossom Ward at the Hellingly Centre in East Sussex

**Responsible to:**  Women’s Secure Pathway: Senior Enhancement Worker

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

**Job Summary**

This is an exciting opportunity to be part of an innovative, forward-thinking partnership, combining holistic, patient-led care with trauma-informed values and support.

KSS Provider Collaborative provides inpatient secure services to adults across the Kent, Surrey, and Sussex area, including women detained under the Mental Health Act. In partnership with The Women’s Support Centre Surrey, Brighton Women’s Centre (BWC) have been commissioned to deliver 1:1 wellbeing support and group activities to women based in forensic units.

The goal is to co-design and deliver weekly group activities aimed at improving well-being, confidence and support. The Women’s Enhancement Worker will also be responsible for a small caseload of women, providing 1-1 support around transitions into the next appropriate setting, which could mean another hospital, supported accommodation or independent living.

Working with a women-centred, trauma-informed, holistic approach, you will create safe, non-judgmental spaces in which to co-produce support across a range of pathway needs, including recognising domestic abuse and understanding healthy relationships, parenting and families, physical and mental health services.

The Women’s Enhancement Worker will be informed by BWC’s values, policies and procedures and will understand the importance of building trust and self-esteem with service users while working collaboratively with key staff and agencies.

**Duties and Key Responsibilities:**

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.

**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 they have 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. 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.
8. Attend relevant planning, BWC and partnership meetings.

**Organisational**

1. Act in accordance with BWC policies and procedures including understanding our legal obligations around safeguarding, health and safety and data protection.
2. Act in accordance with local policies and procedures related to the safe and effective operation of the ward and hospital in which working.
3. Work at all times to promote equality, inclusion and diversity
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 undertake all necessary administration including the use of information technology.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Categories** | **Essential/ Desirable** |
| **Experience** |  |
| 1. A background of supporting women who have experienced multiple disadvantage – including mental ill-health or involvement in the Criminal Justice System. | E |
| 1. Experience of facilitating groups and with supporting women in group settings | D |
| 1. Experience of collaborative working with partner agencies – particularly in a hospital/healthcare setting. | E |
| **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 loss or separation, finances/poverty and drug/ alcohol abuse | E |
| 1. Good working knowledge of therapeutic interventions to support and influence change. E.g. motivational interviewing | D |
| 1. Knowledge & understanding of Trauma-Informed Practice and commitment to own safety and self-care | E |
| **Skills** |  |
| 1. Ability to understand, empathise and uphold BWC aims, principles, policies and procedures, including understanding and commitment to equalities and diversity | E |
| 1. Experience of adhering to organisational policies with particular regard to adult safeguarding, confidentiality and Data Protection | E |
| 1. Ability to travel to Brighton for training & organisational events | E |
| 1. Good IT skills and ability to organise and manage own admin tasks, including updating BWC’s case management database. | 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***

*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*

**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.