

## Women's Community Matters

### Job description - Project Worker: Women's Support Post WCM015



**Job title: Project Worker: Women's Support**

**Responsible to: Senior Officer**

**Base: Women's Community Matters, Barrow. Some work will be carried out within Barrow Borough Council Housing Department**

**Start Date: 1<sup>st</sup> December 2017**

**Salary: £19,500**

**Hours: 37 hours per week**

**Contract: Initial contract until 31<sup>st</sup> March 2019 with future opportunities funding dependent**

**Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1.**

#### General Description

We are looking to recruit a skilled professional into the service to join our New Lives programme. This will involve working one to one with vulnerable clients experiencing domestic violence. The successful applicant will work closing with the Local Authority housing department and other organisations as appropriate. The additional needs of our clients may be around issues of mental wellbeing, substance misuse, involvement with the criminal justice system, other risk taking behaviour.

#### Primary Objectives

- To develop and deliver on-going project work as directed by the Senior Officer
- To work within the context of the Women's Community Matters philosophy and strategic and business planning, as determined by the Senior Officer and Board of Trustees.

#### Primary Duties

- To work on project development and delivery as directed by the Senior Officer.
- To have day to day responsibility for the development and delivery of a specific project area in line with the philosophy and strategic and business planning of Women's Community Matters.
- To deliver work with women related to your specific project area which may typically include; one to one work; providing practical support and assistance; attending meetings with other agencies; training workshops; group work; activity sessions, for example. This list is not exhaustive, merely indicative.
- To develop your own knowledge, experience and skills in relation to the specific project area for which you are responsible.
- To discuss all aspects of your specific activity, potential organisational risks, planning and delivery with the Senior Officer as appropriate and when required.
- To work with other identified staff to produce, implement, monitor and evaluate your specific project area.
- To work alongside staff from Barrow Borough Council Housing department to identify

and support women and their families both at the Town Hall and at the Centre.

- To work with volunteers and students on your specific project area through liaison with the Senior Officer and other staff.
- To ensure appropriate systems, procedures and record keeping are in place across your specific project area.
- To assist other staff with the running of the Centre in the absence of the Senior Officer.
- To ensure effective communications between women using the Centre, volunteers and other service providers within the Centre.
- To promote the involvement, voice and feedback of the women using the Centre.
- To contribute to publicity in relation to your specific projects area, in liaison with the Senior Officer.
- To promote equality and diversity across all aspects of Women's Community Matters and the Centre.
- To contribute to all Health and Safety related matters and ensure compliance with all relevant Health and Safety policies and procedures. Remembering that Health and Safety is the responsibility of everyone in the organisation.
- To promote Women's Community Matters as a valuable resource for women with complex needs.
- To work with a broad range of voluntary and statutory agencies and key partners in promoting and developing your specific project area, in liaison with other identified staff.
- To engage with national and regional organisations and partnerships in relation to your specific project areas, in liaison with the Senior Officer.
- To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Senior Officer and other staff.

To apply for this post please complete an application form (CVs will not be accepted) and send it to:

Rebecca Rawlings, Senior Officer  
Women's Community Matters  
Nan Tait Centre, Abbey Road, Barrow-in-Furness, Cumbria. LA14 1LG  
01229 311102

You may also send your application by e-mail to: [jobs@womenscommunitymatters.org](mailto:jobs@womenscommunitymatters.org)

**Please note:** the closing date for receipt of all applications is Tuesday 17<sup>th</sup> October 2017 at 5pm.

Interviews will take place on Friday 3<sup>rd</sup> November 2017.

### **Additional Information**

An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record **will not** automatically exclude you from working for our organisation. Please ring and ask us for a copy of our policy relating to this or for more information if you are unsure.