



## **Women's Community Matters**

### **Job description**

#### **Project Assistant (WCM 017)**

**Job title: Project Assistant**

**Responsible to: Development & Delivery Manager**

**Base: Women's Community Matters, Barrow**

**Start Date: 19<sup>th</sup> March 2018**

**Salary: £8.50 per hour**

**Hours: 20 hours per week**

**Contract: Permanent position subject to successfully passing a Probationary Review at the end of a 3 month period**

**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 an enthusiastic, compassionate and kind individual into the service to support the range of opportunities available to women at our Centre. The post will involve supporting Project Workers with the delivery of group sessions; facilitating support groups; supporting the development of our social enterprise activity; and preparing materials for groups and activities. You may also carry out initial assessment appointments with vulnerable women seeking support. The successful applicant will work closely with other members of staff, volunteers, students and other organisations as appropriate. Women accessing support from our service may have experienced struggles with mental wellbeing, substance misuse, involvement with the criminal justice system, other risk taking behaviour and domestic/sexual violence/abuse.

#### **Primary Objectives**

- To support the delivery of on-going project work as directed by the Development and Delivery Managers
- 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 support project delivery as directed by the Development and Delivery Managers and alongside Project Workers.
- To have day to day responsibility for the preparation of group and activity materials.
- To support the delivery of work with women related alongside Project Workers which may typically include; one to one; 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 support the development of social enterprise activity.
- To support identified volunteers in their role.
- To develop your own knowledge, experience and skills in relation to the specific areas you are involved in supporting.
- To discuss all aspects of your specific activity with the relevant Project Worker as

appropriate and when required.

- To work with other identified staff to monitor and evaluate your specific project area.
- To work with volunteers and students on your specific project as directed.
- To ensure you use appropriate systems, procedures and record keeping in all aspects of your work.
- To assist other staff with the activities of the Centre.
- To support 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 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 support working with with a broad range of voluntary and statutory agencies and key partners in promoting the Centre, alongside other identified staff.
- To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Development and Delivery Managers and other staff.

**To apply for this post please send your completed application form 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 Thursday 8<sup>th</sup> February 2018 at 10am. Interviews will take place on 21<sup>st</sup> or 22<sup>nd</sup> February 2018. The start date for all posts is Monday 19<sup>th</sup> March when a group induction will take place.

### **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.