

Women's Community Matters

Job description

Project Worker: Building Better Opportunities Getting Cumbria to Work(WCM 019)

Job title: Project Worker: Building Better Opportunities

Responsible to: Development & Delivery Manager

Base: Women's Community Matters, Barrow

Hours: 37 hours per week

Start Date: 1st October 2019

Salary: £19,500 per annum

Contract: Fixed term 12 month contract

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

The post is fully funded by the European Social Fund and the National Lottery Community Fund as part of the 2014-2020 European Structural and Investment Funds Growth programme in England.

General Description

We are looking to recruit a skilled professional into the service to deliver the Building Better Opportunities Programme for women at our Centre. This post will involve delivering group sessions as well as working one to one with vulnerable clients with complex needs. The successful applicant/s will work closely with other members of staff, volunteers 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 and experiences of domestic violence/abuse.

Primary Objectives

- To develop and deliver the Building Better Opportunities Programme as directed by the Development and Delivery Manager
- 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 the development and delivery of the Building Better Opportunities Programme as directed by the Development and Delivery Managers.
- To have day to day responsibility for the development and delivery of the Building Better Opportunities Programme in line with the philosophy and strategic and business planning of Women's Community Matters.
- To deliver work with women related to the Building Better Opportunities Programme 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 develop your own knowledge, experience and skills in relation to the specific project area for which you are responsible, ie supporting women to move closer to the job market
- To discuss all aspects of your specific activity, potential organisational risks, planning and delivery with the relevant Development and Delivery Manager as appropriate and when required.
- To work with other identified staff both at the Centre and those involved in the broader Building Better Opportunities Programme to produce, implement, monitor and evaluate your specific

- project area in line with requirements of the Building Better Opportunities Programme.
- To work with the Development and Delivery Manager to develop and monitor budgets to facilitate project delivery in your specific project area as and when appropriate.
 - To work with volunteers and students on your specific project area through liaison with the Development and Delivery Manager, Volunteer Co-ordinator, Centre Co-ordinator and other staff.
 - To ensure appropriate systems, procedures and record keeping are in place across your specific project area in line with requirements of the programme
 - To assist other staff with the running of the Centre for the benefit of women who are part of the Building Better Opportunities Programme
 - To ensure effective communications between women using the Centre, volunteers, other service providers within the Centre and other partners of the Building Better Opportunities Programme.
 - To promote the involvement, voice and feedback of the women using the Centre.
 - To contribute to publicity in relation to your specific project 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 Development and Delivery Managers and other staff.

To apply for any of these posts 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

For an informal discussion about the post please contact Sam Woolgrove at the Centre on 01229 311102 or e-mail sam@womenscommunitymatters.org

Please note: the closing date for receipt of all applications is Monday 9th September 2019 at 9am.
Interviews will take place on Friday 13th September 2019.
The anticipated start date is 1st October 2019.

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.