

## Women's Community Matters - Person Specification

### Project Assistant (WCM 017)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education/training</li> </ul>	<ul style="list-style-type: none"> <li>• Extended training or qualifications</li> </ul>
<b>Work Related Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 1 year relevant experience</li> <li>• Experience of working with people with vulnerabilities</li> <li>• Experience of working as part of a team</li> <li>• A basic knowledge and understanding of safeguarding issues for women and their children (additional training on this will be provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with women with vulnerabilities</li> <li>• Experience of working with young people</li> <li>• Experience of work relating to complex issues affecting women in the field of social work, mental health, domestic violence, sexual abuse, drugs and alcohol</li> <li>• Personal experience of the criminal justice system</li> </ul>
<b>Specialist Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• The ability to be kind and non-judgmental</li> <li>• The ability to learn on the job</li> <li>• The ability to recognise women who are struggling and offer compassion</li> <li>• The ability to stay calm and respond appropriately to difficult situations</li> <li>• An awareness of safeguarding issues for women and their children</li> <li>• The ability to implement policies and procedures</li> <li>• The ability to monitor and record activity</li> <li>• The ability to write concise statements and small pieces of work</li> <li>• The ability to develop effective working relationships with funders, trustees, staff, volunteers, partner agencies and women in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Good local knowledge of current provision for vulnerable women</li> <li>• A willingness to undertake development and training</li> <li>• An understanding of domestic abuse and its effects on women and their families</li> <li>• An understanding of the difficulties faced by women in the Criminal Justice System</li> <li>• An understanding of the issues and difficulties faced by young people</li> <li>• Knowledge of women specific approaches</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good communicator and warm and friendly presentation style</li> <li>• Ability to work flexibly and respond to change</li> <li>• Some evening work</li> <li>• Responds well to challenge and a wide range of responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Very occasional weekend work</li> </ul>