

Dear Applicant

Part time Project Worker (Feeling Safe)
Post: 22 Hours 27,023 pro rata (£16,068 pa)
Funded until February 2018

Thank you for your interest in applying for a post with KairosWWT.

Kairos Women Working Together (WWT) believes in the value and dignity of all women. We aim to increase the life-chances, choices and wellbeing of women caught up in prostitution, affected by, or at risk of sexual exploitation in Coventry.

Our Mission is to support and collaborate with women focusing on safety, stability and self-belief.

We embed our work in the values of respect, understanding, collaboration, choice and support.

As outlined in the job advert, we are seeking a female Project Worker with a proven track record of supporting vulnerable young women (18-24) to support our expanding Feeling Safe Project. The Feeling Safe Project helps young women to recognise sexual exploitation, identify risks and seek help when needed and the project offers 1-1 support, information and guidance, peer group workshops and social activities and an educational programme.

The successful candidate will have a background in advocacy and support, experience of facilitating groups and a sound understanding of the issues affecting young women.

The role requires:

- some evening and occasional weekend work
- a DBS check
- a full driving licence, use of a car and an unrestricted right to work in the UK

Attached are copies of:

- Job Description
- Person Specification
- Application Form

The closing date for applications is **5.00pm on Monday 5th December, and if you are shortlisted you will be invited to an assessment day on Friday 16th December.** This day will take the form of a group assessment followed by individual interviews with a panel consisting of 2 trustees and the Senior Practitioner. Shortlisted candidates will be notified by 9th December.



Registered Charity: 1136695

Company Limited by Guarantee: 07254667

St Peter's Centre, Charles St, Coventry CV1 5NP
02476 559550



Please return your completed application form marked for the attention of The Chair, Diane Phimister either by post or by email (lucia@kairoswwt.org.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Lucia Leon'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Lucia Leon
Project Manager
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Our Purpose

Kairos Women Working Together (WWT) believes in the value and dignity of all women and aim to increase the life-chances, choices and wellbeing of women caught up in prostitution, affected by or at risk of sexual exploitation in Coventry

Our Mission

To support and collaborate with women, focusing on three areas:

- 1 Safety: minimising harm for those most at risk
- 2 Stability: addressing individual needs and barriers (such as housing, healthcare, substance misuse interventions)
- 3 Self-belief: supporting women to develop skills and the confidence to make their *own* choices for the future

Job Description

Job Title: Project Worker - Feeling Safe project

Post Salary: £16,068 (pa £27,023)

Working hours: 22 hours (post funded until Feb 2018)

Reporting to: Senior Practitioner

Main purpose: To offer young women aged 18-24 emotional and practical support through 1-1 and group work to increase their resilience to sexual exploitation.

Overview of Post

KairosWWT are recruiting a part-time female Project Worker who has an interest in and commitment to working with vulnerable women, particularly those who are affected by or at risk of sexual exploitation. This post plays a vital role in the delivery of our Feeling Safe project by offering service users support to increase their life chances, choices and wellbeing through group and 1-1 support. Main Responsibilities

Main Responsibilities

One-To-One work

1. Manage a caseload of young women (18-24) affected by or at risk of sexual exploitation.
2. Undertake referrals and carry out initial assessments - including risk assessments - to devise a holistic and achievable support plan with service user involvement.
3. Offer floating support to service users, attending appointments and resolving issues that may include, (but are not limited to) housing, benefits, substance misuse, mental, physical, sexual and emotional health.
4. Deliver and develop 1-1 sessions using the protective behaviours model to promote safety and awareness of sexual exploitation.
5. Develop and maintain partnerships with key referral agencies to ensure service users access holistic support - this may include signposting, advocacy and attendance at multiagency meetings.
6. Respond appropriately to disclosures and safeguarding concerns.

Group work

7. Plan and facilitate fortnightly group sessions (Thursday 4-6pm), for service users to participate in positive and creative activities that develop their knowledge, skills and confidence.
8. Coordinate a cohort of volunteers to help deliver these sessions.
9. Deliver the Feeling Safe Summer programme, throughout July and August, to engage young women in positive activities that reduce isolation and increase self-esteem.

General

10. Further develop partnerships with key stakeholders to promote this service and increase referrals.
11. Maintain an up-to-date knowledge of best practice and a willingness to attend further training as necessary.
12. To attend meetings, conferences and training events as required.
13. To work flexibly, which may include evenings and occasional weekends.
14. To record all contact with service users appropriately, updating records and databases.
15. To support the promotion of KairosWWT and the Feeling Safe project via social media and networking opportunities.
16. To attend regular line management and clinical supervision.
17. To work in accordance to KairosWWT values and policies, adhering to confidentiality, equality and diversity and health and safety procedures.
18. To perform any other duties reasonably required by the Project Manager within the scope of the job and grading.

Skills required

- A commitment to be reliable, patient and persistent in your work with KairosWWT and service users.
- Ability to listen and communicate well, taking a non-judgmental approach.
- Understanding of equal opportunities and non-discrimination.
- Awareness of own limitations and ability to apply appropriate boundaries.
- Ability to challenge behaviour when necessary and offer an alternative view to situations and problems.
- Ability to work independently, think creatively and use own initiative.
- Awareness of the importance of confidentiality.
- Have a sense of humour and be flexible in your approach to this



Reg Charity No: 1136695

Person Specification – Project Worker (Feeling Safe)

	Essential	Desirable	Measured By
Qualifications			
Higher Education or vocational qualification in youth work		✓	Ap Form
GCSE Maths and English Grades A-C (or equivalent)	✓		Ap form
Experience			
Co-ordinating project delivery		✓	Ap form/Assessment Day
Experience of working in a not for profit organisation	✓		Ap Form
Experience of advocacy and support	✓		Ap form/Assessment Day
Networking with other organisations		✓	Ap Form
Of working with vulnerable young women	✓		Ap form/Assessment Day
Of facilitating group work	✓		Ap form/Assessment Day
Of creating support plans and delivering 1-1 support	✓		Ap form/Assessment Day
Of working with disclosures		✓	Ap form/Assessment Day
Knowledge			
Of current issues surrounding sexual exploitation	✓		Ap form/Assessment Day
An understanding of safeguarding legislation	✓		Ap form/Assessment Day
An understanding of the issues that affect young people	✓		Ap form/Assessment Day
An understanding of information handling requirements (eg confidentiality, data protection)		✓	Ap form/Assessment Day
A working knowledge of assessment processes, including risk assessments	✓		Ap form/Assessment Day
Using the Outcome Star as an assessment tool		✓	Ap form
Skills			
Ability to adapt communication style to meet audience needs	✓		Ap form/Assessment Day
Excellent oral and good written communication skills	✓		Ap form/Assessment Day
Good IT skills, including Word, Excel and IT communications through internet, email and social media	✓		Ap Form
Familiarity with database record keepng		✓	Assessment Day
Qualities/Values			
Good understanding of equality, diversity and inclusion	✓		Assessment Day
Capacity for empathy	✓		Ap form/Assessment Day
Alignment to KairosWWT's values of respect, understanding, collaboration, choice and support	✓		Assessment Day
Other			
Full driving licence	✓		Ap Form
Access to a vehicle during working hours	✓		Ap Form
Willingness to work flexibly (evenings and weekends)	✓		Ap Form
Unrestricted right to work in the UK	✓		Passport

10th Nov 2016