

Dear Applicant

Project Worker

Post: 37 Hours £27,023

Start Date: 1st March 2017

Funded until Feb 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.

We are seeking a female Project Worker with a proven track record of supporting vulnerable women to co-ordinate our STEPS and Diaspora services. Our STEPS programme aims to meet personal development needs of our service-users as they move towards self-reliance and independence through training, volunteering and mentoring programmes. Our recently launched Diaspora Project aims to respond to the specific needs of women coming to the UK for the purpose of prostitution.

The successful candidate will bring prior experience working with vulnerable women, and superb organisational skills to co-ordinate service delivery. They will be an excellent communicator, with advocacy experience and comfortably able to supervise our day and evening sessions.

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



Registered Charity: 1136695

Company Limited by Guarantee: 07254667

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



day will take the form of a group assessment followed by individual interviews with a panel. Shortlisted candidates will be notified by 9th December.

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

Lucia Leon
Project Manager
Enc



Registered Charity: 1136695
Company Limited by Guarantee: 07254667



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 (STEPS, Diaspora, Floating Support)
Contract Length:	Until Feb 2017
Post Salary:	£27,023
Working Hours:	37 (including regular evenings and occasional weekends)
Responsible to:	Operations Manager
Role:	To promote the ethos of the project in line with the mission statement

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 Floating Support, STEPS and Diaspora projects by offering service users support to increase their life chances, choices and wellbeing through group and 1-1 support.

Main Responsibilities

General Support

1. To supervise STEPS Sessions and Outreach sessions as required by arrangement.
2. To network with key partner organisations such as the Police, The Recovery Partnership, SWISH, DWP, Probation Services, Social Care, local and national sex worker organisations.
3. To make contact with other external organisations, enquirers, and members of the community as required.
4. To help organise activities and outings with staff and service users, and take an active part in training programmes.
5. To work as directed to promote Kairos WWT including the newsletter, website and other social media.
6. A willingness to become involved in fundraising to ensure the long term sustainability of the project.
7. To undertake relevant research/development projects from time to time.
8. To attend meetings, conferences and training events as required.
9. To work flexibly including regular evenings and occasional weekends.
10. To provide information and produce detailed reports to the Project Manager and Board of Trustees as required.
11. To record all contact with service users appropriately and update records.
12. To ensure adherence to all policies including Equal Opportunities and Health and Safety.

13. To assist in Risk Management assessments and policy development.
14. To engage in regular supervision and undertake relevant training.
15. Have a willingness to engage with children and the wider family network of our service users.

Floating Support

16. To be responsible for identifying service-user needs appropriate for the Floating Support Service and co-ordinating the response to those needs.
17. To be responsible for generating quarterly reports to the Project Manager relating to Floating Support in line with the organisational strategic plan.
18. To offer a service underpinned by a very high threshold of confidentiality.
19. To advocate and support by assisting service users to address a range of social, legal and economic issues which may affect their lives.
20. To develop partnerships with other agencies that can support the long-term aspirations and needs of service-users including work experience, training and personal development
21. To maintain a high standard of case notes and records.
22. To attend local case meetings when required, such as MARAC the MASH, core groups or case conferences.
23. To perform any other duties reasonably required by the Project Manager within the scope of the job and its grading.

STEPS Project

24. To facilitate group sessions and a programme of activity as required.
25. Collate and monitor feedback from the group.
26. Maintain entries on the database, ensuring that service user records are kept up to date.
27. Manage volunteers supporting any sessions.
28. Develop partnerships with other agencies that can support the long-term aspirations and needs of service-users including work experience, training and personal development.
29. To be responsible for generating quarterly reports to the Project Manager relating to STEPS in line with the organisational strategic plan.

Diaspora Project

30. To be responsible for identifying service-user needs appropriate for the Diaspora Project and co-ordinating the response to those needs.
31. To develop partnerships with key agencies in meeting the needs of Migrant Workers (such as Coventry Refugee & Migrant Centre, interpreter and translation services, human trafficking agencies etc)
32. To work with KairosWWT volunteers with specific language skills in increasing engagement with Migrant Workers and responding to individual need.
33. To be responsible for generating quarterly reports to the Project Manager relating to Diaspora in line with the organisational strategic plan.



LOTTERY FUNDED

Registered Charity: 1136695

Company Limited by Guarantee: 07254667

Person Specification

	Essential	Desirable	Measured By
Qualifications			
Degree or equivalent		✓	Ap Form
GSCE Maths and English Grades A-C (or equivalent)	✓		Ap form
Experience			
Co-ordinating service delivery	✓		Ap Form
Experience of working in a not for profit organisation	✓		Ap Form
Fundraising experience		✓	Ap Form
Experience of advocacy and support	✓		Ap Form
Of training others	✓		Ap Form
Networking with other organisations		✓	Ap Form
Of working with vulnerable women and their families	✓		Ap Form
Knowledge			
Of the current issues surrounding prostitution	✓		Ap For/ Interview
An understanding of child protection legislation	✓		Ap Form/ Interview
An understanding of drugs and alcohol issues and how they affect the Kairos WWT client group	✓		Ap Form/ Interview
An understanding of information handling requirements (eg confidentiality, data protection)		✓	Ap/Form Interview
Skills			
Excellent oral and written communication skills	✓		Ap Form/ Interview
Good IT skills including Word and Excel and IT communications through internet and email	✓		Ap Form
Production of written materials e.g. newsletters, reports to funders		✓	Ap Form
Presentation skills	✓		Interview
Research skills		✓	Ap Form
Practical experience of website content management systems		✓	Ap Form
Qualities/Values			
Good understanding of equality and diversity issues	✓		Interview
Capacity for empathy	✓		Interview
Other			
Full driving licence	✓		Ap Form
Access to a vehicle during working hours	✓		Ap Form
Willingness to work unsocial hours	✓		Ap Form
Unrestricted right to work in the UK	✓		Passport



LOTTERY FUNDED

Registered Charity: 1136695
Company Limited by Guarantee: 07254667