

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title</b>	Violence Against Women (VAWG) Case Worker
<b>Hours of Work</b>	35 hours per week The job may involve working out of hours and time off in lieu will be taken by arrangement with the Manager
<b>Salary</b>	£28,000 (Prorated for part time staff)
<b>Length of Contract</b>	Fixed term contract with 6-month probation period until March 2025
<b>Accountable to</b>	Line Manager
<b>Pension</b>	Workplace pension
<b>Location of work</b>	London office/Hybrid working
<b>Annual Leave</b>	25 days per annum

### **Introduction:**

The Asian Women's Resource Centre (AWRC) is a feminist organization whose values are founded on commitments to human rights, anti-discrimination and freedom from oppression. We endorse global evidence that violence against women, domestic abuse and sexual violence is gendered, a cause and consequence of the unequal position of women and girls in society, a violation of human rights, and is entirely preventable.

### **The Surviving Abuse and Thriving (SAAT) Project:**

The SAAT Project will build on the success of the Surviving Abuse and Saving Lives (SAARL) project, which was funded for 8 years by The National Lottery Community Fund. It will focus on supporting women to become more independent and better able to integrate into mainstream society, by offering a combination of services and activities to increase knowledge of their rights and entitlements, develop skills, improve self-esteem and confidence, and to reduce isolation, enabling women to make informed choices about their lives and that of their children.

#### **Main Duties**

To address the immediate safety needs of BME women at risk of harm, to secure their safety and the safety of their children through a combination of advice, information, signposting and referrals onto appropriate services which will put them on a pathway to long-term safety.

#### **Key Tasks**

Provide an excellent advice and information service covering welfare benefits, housing, debt, immigration and other related issues, to assist women who have experienced domestic and sexual violence. This can be done by a hybrid system of in person, telephone and online.

1. To take initial enquiries and respond effectively in an empathetic and empowering manner providing information as required.
2. To meet women through an appointment system where required.
3. To run groups offering advice and support where required.
4. To keep updated with current information and resources to disseminate the best possible information to women.
5. Provide advice and information in outreach venues.
6. To positively promote the service to other agencies and potential service users through distribution of leaflets, posters and social media.
7. To ensure the quality of the advice given meets the demands of funders, internal quality measurements including Advice Quality Standard.
8. To work to the team and individual work plan, monitoring and reporting on monthly progress, alerting the line manager to any particular variances.
9. To provide a range of support services to women and girls primarily in Brent and Harrow and in some neighbouring Boroughs, with the aim of maintaining their
10. independence by assessing women's needs and enabling them to have access to other locally available services both initially and in the longer term.
11. To advocate for women and girls effected by domestic abuse

#### **General Duties:**

1. To protect the safety and security of the AWRC's service users, staff, volunteers and buildings at all times, and the confidentiality of records and other information in line with data protection requirements.
2. Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.
3. Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.
4. Ensure the effective implementation of Safeguarding, Health & Safety, Equality and
5. Diversity and other policies and procedures and uphold the core values of the AWRC. Centre.
6. Work across teams and undertake other such duties appropriate to the grade and character of the work, as may reasonably be expected.

***It is essential to the development of AWRC's service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time***

## PERSON SPECIFICATION

**E = Essential**

**D = Desirable**

### KNOWLEDGE AND QUALIFICATIONS:

1	A relevant qualification or training, for example in domestic violence, criminal justice, law, social work, substance misuse or related area.	D
5	A good knowledge of safeguarding practices, procedures and legislation.	
2	A good understanding of violence against women and girls as it affects Black and Minoritized (BME) women with a particular focus on the dynamics of domestic violence (physical, emotional and sexual violence, so-called “honour-based” violence, forced marriage, stalking and harassment) and harmful practices and its impact on women, children, families and communities.	D
3	Understanding of intersectionality and why it is important when working with BME women experiencing domestic abuse.	E
4	An understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children.	E
5	A good knowledge of safeguarding practices, procedures and legislation.	E

### EXPERIENCE :

5	Solid experience of supporting women who have experienced domestic violence, forced marriage or “honour-based” violence’ and harmful practices.	E
6	Ability to speak one community language.	D
7	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs.	E
8	Proven experience of providing high quality written material.	E
9	Experience of crisis management and successfully managing high numbers of calls/caseloads.	E
10	Experience of building and maintaining strong relationships with a wide range of stakeholders.	E
11	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders as well as the ability to network, influence, problem solve and apply solution focused approaches to increase access and safety and facilitate positive outcomes for women and children.	E

### SKILLS AND ABILITIES:

16	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	E
17	Ability to work well within a team and responsibly on your own initiative, and to maintain professional boundaries with clients and partner agencies.	E
18	Good report writing skills, including preparing reports for courts, case conference and information for Multi Agency Risk Assessment Conferences (MARACs).	E
19	Demonstrable initiative and determination.	D
20	Excellent attention to detail and accurate record keeping.	E
21	Ability to prioritise tasks, set and work to goals and targets and manage a busy workload.	D

**GENERAL REQUIREMENTS:**

22	Clear boundaries and a willingness to accept line management and make effective use of supervision.	E
23	A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice and health and safety procedures.	E
24	A good understanding of cultural issues and equal opportunities.	E
25	Able to demonstrate a commitment and sensitivity of the aims and objectives of AWRC to BME women, children's and young people's rights and to work within AWRC's framework and its core values.	E
26	Willingness to carry out the policies and procedures of AWRC and to work to agreed guidelines and codes of conduct.	E
27	Willingness to carry out the policies and procedures of AWRC and to work to agreed guidelines and codes of conduct.	E
28	Willingness to travel and work occasional unsocial hours as required.	E

*This post is open to \*female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Asian Women's Resource Centre is committed to equality and diversity and strongly encourages applications from women with disabilities, BME backgrounds, the LGBT community, and with personal experience of the criminal justice system, as these groups are currently under-represented in our organisation.*