



delivering cutting edge services  
to end violence against women and children

Dear Applicant

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for ' via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

**Karen Ingala Smith**  
**Chief Executive**



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## INFORMATION FOR APPLICANTS

### OUR APPLICATION AND OUR RECRUITMENT PROCESS

#### Applying for a job

**nia's** recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

#### Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ..... I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

#### Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.



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Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should contain no more than 1000 words.

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to nia on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

### **Shortlisting**

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and applicants who meet these requirements are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

### **Interviews**

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

### **Feedback**

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Rachel Evans, Central Services Manager who will be pleased to arrange this for you.



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**nia has been delivering services to women and children who have experienced domestic and sexual violence for over 40 years.**

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.
- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also



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supported through access to employment training, education, volunteering and sustainable employment.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

**nia** is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

### Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

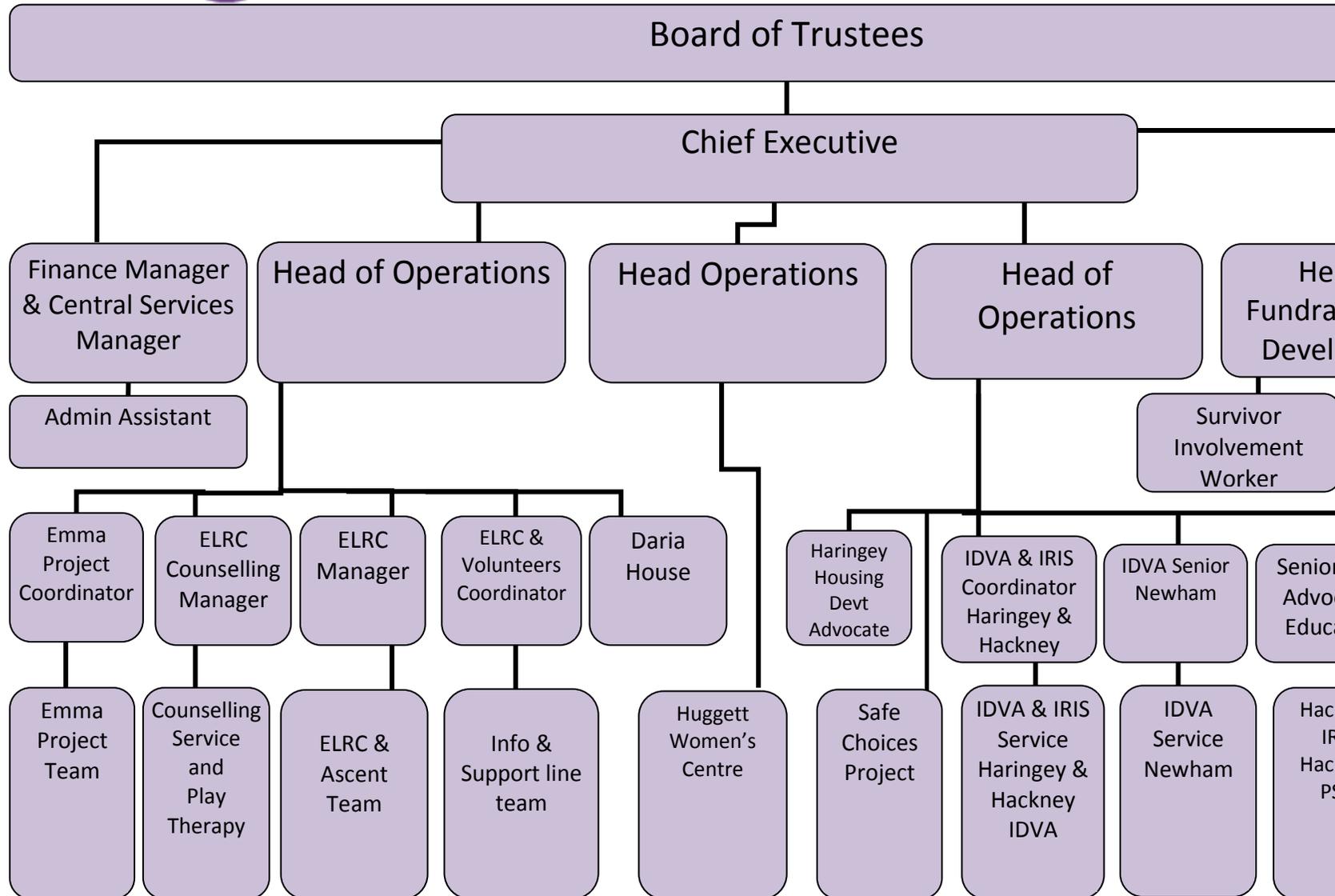
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

### How to contact us

[www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk)  
[info@niaendingviolence.org.uk](mailto:info@niaendingviolence.org.uk)

Address: P.O. Box 58203, London, N1 3XP  
Telephone 0207 683 1270

Registered Charity Number 1037072  
Registered Company Number 02673624



## Advert

**nia** provides a wide range of services for women and children who have experienced sexual and domestic violence. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

### Play Therapy Service

**nia** has received funding from BBC Children in Need to develop and run a Play Therapy Service to support children and young people who have been affected, either directly or indirectly, by violence against women.

We are recruiting for the following post:

<b>Job Title:</b>	<b>Play Therapist</b>
<b>Salary:</b>	£15,915-16,885 (£27,852 – 29,548 Pro-rata)
<b>Hours:</b>	20hrs per week
<b>Funded:</b>	This post is funded by the BBC Children in Need until May 2018

This is an exciting opportunity to make a difference to the lives of vulnerable children and young people (3-18 years old) and mothers together with their children aged 0-2 years. You will be working with children affected by gender violence, including the children who have witnessed parental domestic and sexual violence, children of women exploited through prostitution and children from families affected by harmful practices. Some of the children will have been directly physically, sexually and/or emotionally abused themselves.

You will be an experienced play therapist, with a play therapy qualification accredited by BAPT and have the ability to work with a diverse group of children in a creative, safe and child-centered way. The post includes responsibility for project development and ensuring the project reaches targets in work with children and young people.

We're looking for a highly organised and self-motivated woman who is passionate about ending gender-based violence and able to take responsibility for project management. You'll have a 'can-do' approach and demonstrable commitment to **nia**'s feminist approach to supporting women, children and young people to reach their full potential.

To apply please visit our website [www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk) and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia**, P.O Box 58203, London, N1 3XP.

<b>Closing Date:</b>	<b>10am, Friday 8<sup>th</sup> September 2017</b>
<b>Interviews will be held on</b>	<b>Friday 22<sup>nd</sup> September 2017</b>

The post is subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

## **JOB PROFILE**

**Position Title:** Play Therapist  
**Salary Range:** Salary £15,915-16,885 (£27,852 – 29,548 Pro-rata)  
**Line Manager:** Counselling Manager  
(with additional clinical supervision)  
**Hours:** 20 hours per week (part-time)  
**Responsible For:** Volunteers and Students as agreed

### **AIMS OF THE POSITION:**

1. To develop and deliver a play therapy service for children and young people up to 18 years old affected by violence against women, including the children of mothers who have experienced domestic violence, sexual violence and prostitution, as well as problematic substance use.
2. To reduce the impact of violence against women on children and young people's lives.

### **SPECIFIC AREAS OF RESPONSIBILITY:**

#### **1. Play Therapy Service**

- To develop and run a play therapy service for children and young people affected by violence against women
- To ensure that appropriate systems are in place to ensure that therapy is carried out according to appropriate ethical guidelines, including the BACP (British Association of Counselling and Psychotherapy), UKCP (United Kingdom Council for Psychotherapy) Code of Ethics and the BAPT (British Association of Play Therapy) Standards
- To ensure the service is accessible to a diverse group of children and young people. This will include children from a wide range of BME (Black and minority ethnic) communities, LGBT (lesbian, gay, bisexual and transgender) children, disabled children, children who are Looked After, and children excluded from school.
- To carry a caseload of children and young people
- To work therapeutically with mothers/carers and their children together as appropriate (e.g. very young children)
- To work collaboratively with mothers/carers to ensure their children are well supported
- To assess all children and young people to ensure their suitability for the service, including risk assessments
- To respond to child protection concerns that arise in the course of therapeutic interventions, in line with child protection policy, procedures and guidance.

- To take part in clinical supervision as required, and in addition to supervision from a line manager
- To promote the service, ensuring it is well used and professionals are able to make appropriate referrals
- To work within high standard systems, policies and procedures to ensure the play therapy service operates safely and effectively

## **2. Project Management**

- To ensure that all work with children and young people is carried out with regard to all appropriate legislation and guidance including The Children Act (1989), The Children Bill (2004) and nia's policies and procedures.
- To operate a referral system and waiting list for play therapy service
- To publicise the service amongst appropriate agencies across London to ensure appropriate referrals
- Maintaining up-to-date knowledge on information and research relevant to the post
- Providing regular casework support and review of actions
- To plan and evaluate all play therapy sessions to work towards the development of good practice
- To ensure the effective maintenance of all financial and administrative records relevant to this project to meet nia and funding requirements
- To monitor and evaluate all aspects of the project work, including involving service users and key partners in this process, ensuring that funding requirements are fulfilled and reporting is accurate and timely
- Attending team meetings, organisational meetings and supervision as required

## **3. General Responsibilities**

- Ensuring that equipment and service area facilities are serviceable, safe and available for use
- Maintaining appropriate petty cash records
- Adhering to nia Health and Safety policy, including carrying out regular safety checks and risk assessments
- To participate in appropriate cleaning to ensure a healthy and hygienic environment for the children
- To keep up to date with good practice and research in the field and use this to inform the development of the service

## **GENERAL DUTIES:**

The general duties of the position include:

- Acting in accordance with **nia** policies, procedures and ethos including:
  - The Child Protection Policy
  - The Equalities and Diversity Strategy
  - Occupational Health and Safety Policies and Procedures
  - The Ethical Policy
  
- Attending and participating in regular training when required
- Attending and participating in regular supervision, staff and other meetings as necessary
- Carrying out your own administrative duties
- Undertaking any duties consistent with the post as may be reasonably requested by Board of Trustees or the Chief Executive

## PERSON SPECIFICATION Play Therapist

1	Significant experience of providing play therapy for children and young people
2	Knowledge of the issues facing women, children and young people affected by violence against women along with the ability to identify women's individual and collective needs
3	Non-judgemental, non-directive and anti-discriminatory approach to empowering women, children and/or young people
4	Experience of working with vulnerable children, or children "at risk"
5	Experience of taking appropriate action to safeguard children from significant harm, including working with social care teams
6	Knowledge of the factors affecting the emotional wellbeing of children, including issues of attachment, separation and loss, and the ability to respond to these
7	A clear and comprehensive understanding of the issues surrounding children affected by violence against women. This should include the impact on both child development and parenting
8	Ability to work with enthusiasm, creativity and in a playful, child-centred way with children up to 18 years old
9	Project management skills and the ability to develop a new service
10	An understanding of the relevant legislation, including the Children Act (1989) and Children's Bill (2004)
11	A play therapy qualification accredited by BAPT is essential
12	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs
13	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> <li>• with service users and statutory, voluntary and other stakeholders</li> <li>• verbally and in writing</li> <li>• advocating for service users, raising awareness of gender violence issues and representing nia</li> </ul>
14	A broad base of administration skills including ability to maintain records and use IT and paper-based systems proficiently
15	Evidence of continuing professional development and relevant professional qualifications/training
16	Able to work at evenings and weekends occasionally when required
17	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands
18	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others
19	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives