

Dear Applicant

Thank you for your interest in this post, **nia** Huggett Women's Centre Volunteer with **nia**.

This application pack includes:

- Information about **nia**
- Advert
- More about the volunteer position
- Job Profile
- Person Specification

If you are interested in applying, please download a **nia** Huggett Women's Centre Volunteer application form.

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 via email to administrator@niaendingviolence.org.uk or by at the Reception desk at Huggett Women's Centre by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive

INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying to Volunteer

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.

Make sure you complete the form clearly, and type it or use dark ink pen (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, including any organisations where you have volunteered.

*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 two 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. You will have the opportunity to ask questions about what it means to volunteer with the Huggett Women's Centre.



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.

nia has been delivering services to women and children who have experienced domestic and sexual violence for 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 women who face multiple disadvantage and barriers to accessing services, they currently include:

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 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

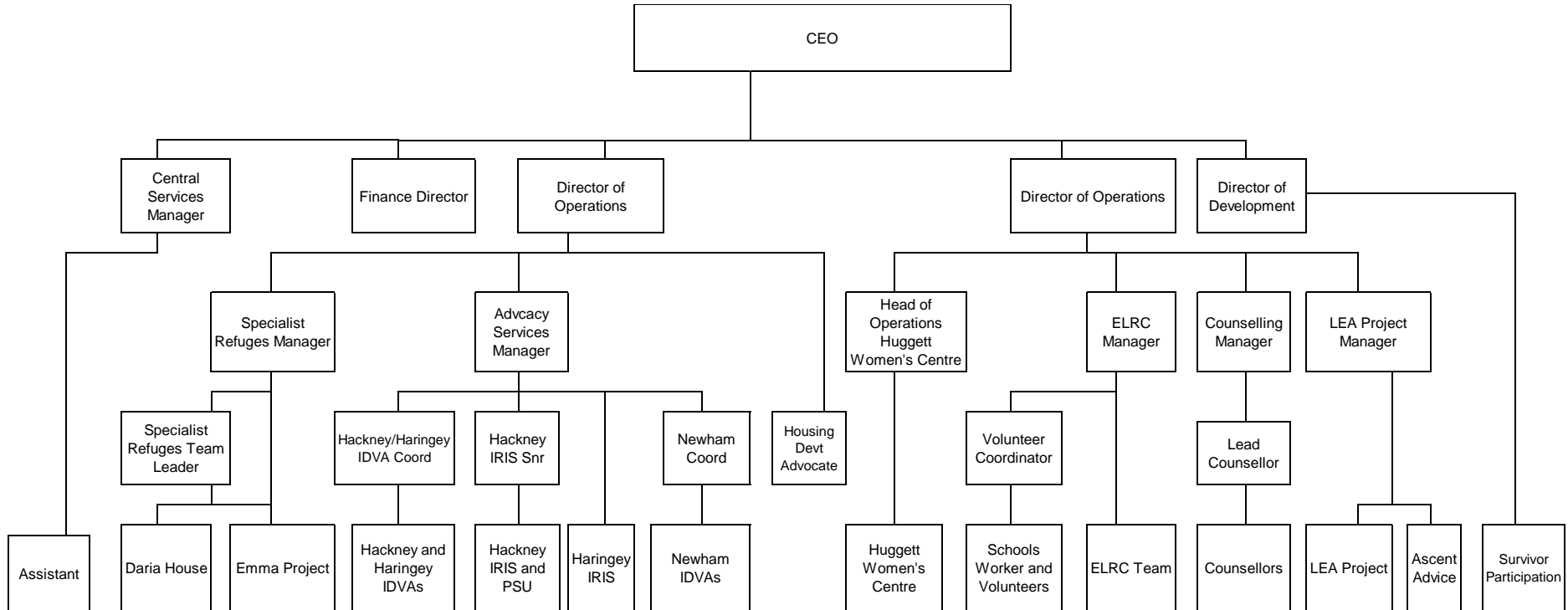
How to contact us

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

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

Registered Charity Number 1037072
Registered Company Number 02673624

nia Structure February 2018



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.

About the Huggett Women's Centre

The Huggett Women's Centre is a woman's service located in the heart of Dagenham. The services we offer are provided by women for women and girls from Barking and Dagenham and beyond, including group-work, discussion events, creative activities, social action and specialist support and advocacy for women and girls aged 11 and over.

The Centre is a vibrant, welcoming and fully accessible venue, a haven for women and girls to be supported, build positive relationships and challenge the multiple and complex disadvantages they experience. For example, gender inequality, race, class and poverty, sexuality, disability and domestic and sexual violence and exploitation. We are currently looking for a team of inspirational and dedicated women to join our team as Huggett Women's Centre Volunteers!

Title: nia-Huggett Women's Centre Volunteer
Hours: Minimum 4 hours per week with flexible hours

All travel costs will be reimbursed up to the value of £15 (£5 food if volunteer shift is over 4 hours or over lunchtime and up to £10 travel)

This is an exciting opportunity to contribute to the pioneering work at the Huggett Women's Centre. There will be lots of opportunity to learn about the work we do here, get involved in your local community, gain skills and develop knowledge about male violence against women and girls. Training will be ongoing, with regular contact with the Volunteer Coordinator. All volunteers will be asked to complete admin and data entry tasks as part of this role although we aim to tailor the volunteer experience to the individual as much as possible.

No 'formal' experience is necessary to apply for this role. Life experiences, family, hobbies and interests are just as valuable as any formal work or voluntary experience you may have. We do ask that our volunteers are reliable and trustworthy, value the diversity of the Centre in terms of age; ethnicity; sexuality; faith; ability and class and that all our volunteers are committed to creating a supportive and welcoming space for women and girls regardless of their background. Introductory training will be held at end of March, dates will be confirmed at interview. You must be available to attend all initial training. nia will provide child care in the Huggett Women's Centre crèche with trained crèche workers



How to apply:

Please visit our website www.niaendingviolence.org.uk and download a **nia** Huggett Women's Centre Volunteer profile and application pack. Applications can be returned via email to administrator@niaendingviolence.org.uk or by leaving the application at the Reception Desk at the Centre. . If you need further information about completing your application, please contact Katie on 0203 813 2955

Closing date: 10am, 26 February 2018
Interview dates: 5 and 6 March 2018

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

nia Huggett Women's Centre Volunteer Profile

Title: Huggett Women's Centre Volunteer
Line Manager: Volunteer Coordinator
Hours: Flexible, however a minimum of 4 hours per week is preferable

Aims of the position:

1. To participate in the smooth running of the **nia**-Huggett Women's Centre.
2. To ensure to the best of our ability that the Centre is accessible to all women regardless of their background. Many women and girls who come to the Centre will have experienced one or more forms of male violence. It is vital that our volunteers make every effort to help them feel safe, welcome and able to participate in the project.

Specific areas of responsibility

- Meeting and greeting women and girls in a welcoming manner
- Reception duties, such as responding to queries from women and other professionals who call for general information about the Centre; taking messages and responding to emails where appropriate; receiving and logging deliveries
- Data entry and management of confidential information
- Getting involved in fundraising and organising fundraising events
- Developing campaign and promotional materials, such as assisting the Women's Engagement Worker with the monthly newsletter e.g. taking photos of artwork, special events
- Facilitating coffee mornings on a Tuesday morning and/or Thursday afternoon
- Ensuring women are made aware of special events and activities happening at the centre e.g. promoting events during drop-ins, sending emails/texts to women about upcoming events
- Participating in training and team meetings
- Taking charge of setting up drinks and refreshments for the workshops
- Supporting the Lead Group Worker in the delivery of workshops after relevant training and induction
- Helping to develop the Volunteer Programme by putting forward any ideas or suggestions
- Contributing towards our feminist and inclusive working environment
- Ensuring that our Women Only policy is adhered to
- Maintaining the highest level of confidentiality to ensure the safety of women using the service
- Taking part in special events, for example, our annual award ceremony