



delivering cutting edge services  
to end violence against women and children

Dear Applicant

**Outreach and Inclusion (Specialist Refuges).**

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 marked "X" in column A (application).**

#### **NB: Please note the maximum word count is 2000 words**

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.



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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 marked "X" on the A (application) column 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 at [revans@niaendingviolence.org.uk](mailto:revans@niaendingviolence.org.uk) 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 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:

- **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.
- **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.
- **Daria House** is a refuge for women who have been sexually exploited, with a particular focus on supporting women who been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We



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help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.

- **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. The Newham service is a new contract for **nia** has achieved the Advice Quality Standard for casework with women.
- **The Huggett Women's Centre** developed in partnership with DABD and BDCVS in Dagenham offers a range of services including group-work and specialist support and advocacy for all women and girls aged 11 and above.
- **IRIS** - which is a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers the service in Hackney and Haringey.

**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

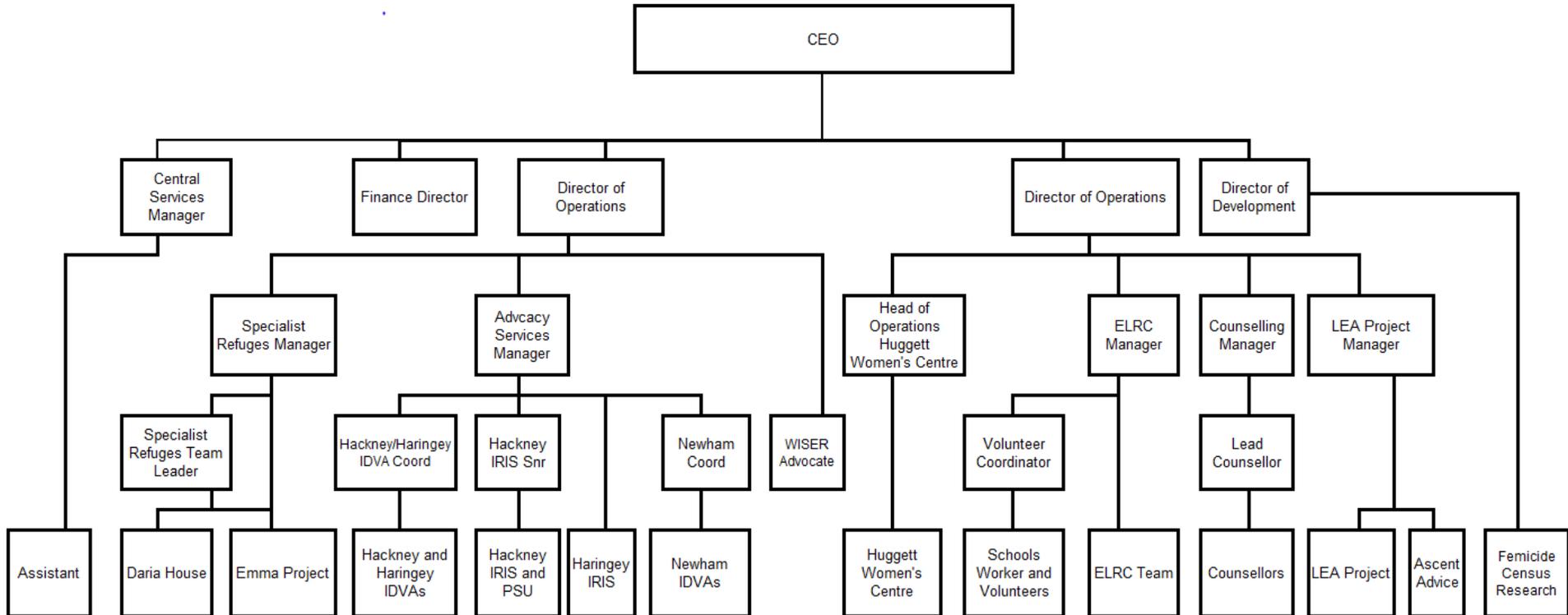
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

## 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

nia Structure 2018





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## Advert

**The Emma Project** and **Daria House** are specialist services providing refuge and support services to women who have experienced domestic violence and/or sexual violence- including women who have been sexually exploited with a focus on prostitution and who also use substances problematically. The service is currently funded until 31st March 2021 with a possibility of extension.

We are seeking to recruit to the following post:

**Job Title: Outreach & Inclusion Worker (Specialist Refuges)**  
**Job Ref: 19/2018**  
**Hours 35 hours per week**  
**Salary: £24,000 - £27.500incl LW (dependent on relevant qualification & experience)**

The Outreach and Inclusion Worker (Specialist Refuges) is responsible for ensuring that the needs of women who have experienced domestic and sexual violence and who use substances problematically, are met by promoting inter-agency awareness and service delivery between violence against women and problematic substance use agencies in targeted London boroughs and by the delivery of short solution focussed casework interventions. This post involves group work in a refuge setting, and community awareness raising.

We're looking for a highly organised and self motivated woman who is passionate about ending violence against women, girls and children. You'll have a 'can-do' approach and demonstrable commitment to nia's feminist approach to supporting women and their children to be safer.

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.

**Closing Date: 10am, 16<sup>th</sup> July 2018 17:00hrs**  
**Interview date: Monday 23<sup>rd</sup> July 2018**

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.



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## **JOB PROFILE**

**Position Title:** Outreach & Inclusion - Specialist Refuges

**Hours:** 35 hours per week

**Salary Range:** £24,000 - £27,500

**Line Manager:** Service Manager (Specialist Refuges)

### **A. Aims of the Position:**

- To ensure that the needs of women who have experienced domestic and sexual violence- including involvement in prostitution -and who use substances problematically- are met
- To promote inter agency awareness and service delivery between violence against women and problematic substance use agencies in targeted London boroughs
- To develop and run groups both in the refuge and in the community, with a particular focus on substance use and violence against women and its impacts, including the impact on children
- To provide advocacy and support to mothers affected by violence against women & substance use

### **B. Specific Areas of Responsibility:**

#### **Outreach Work**

- Short solution focused casework interventions with women who have experienced domestic and sexual violence-including involvement in prostitution - and who use substances problematically in a range of external agencies across a specified range of London boroughs
- To provide advocacy for mothers, particularly including in cases where there are child protection concerns and/or contact/residency issues/children that have been removed from their care
- Create and establish partnership working with strategic leads in appropriate external agencies in targeted London Boroughs
- Create and develop partnerships with appropriate third tier agencies
- Draft and deliver training and networking events to specialist agencies
- Evaluate the training and networking events and provide feedback to relevant agencies
- Maintain accurate and up to date records
- Contribute to the completion of the funding return



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### **Group Work**

- To develop and deliver group work/workshops in the refuge that focus on violence against women, substance use and the impacts, both on children and on women as mothers
- To deliver life skills workshops in the refuge
- To take a flexible approach to developing and delivering group work/workshops to women both in the refuge and the community, determined by the needs of the women presenting to the service

### **C. General Duties**

- To act in accordance with **nia** policies and procedures
- To attend and participate in regular training
- To complete and maintaining accurate up to date statistics
- To attend and participate in regular supervision, staff and other meetings as necessary
- To undertake any duties consistent with the post as may be reasonably requested by your line manager and /or Head of Service

**Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.**



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**PERSON SPECIFICATION**  
**Outreach and inclusion Worker (Specialist Refuges)**

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2,000 words).

		A	I	T
1	Substantial experience of working within the Violence Against Women and/or Drug and Alcohol / Homelessness sectors/ and or similar field	X		
2	Knowledge of the issues facing women, children and young people affected by violence against women- specifically sexual exploitation and prostitution- along with the ability to identify women’s individual and collective needs	X	X	X
3	Experience of providing group work/training to professionals	X	X	
4	Knowledge of the impacts of a range of substances and the ability to apply this knowledge to work effectively with women who use substances problematically		X	
5	Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings	X	X	
6	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> </ul> advocating for service users, raising awareness of violence against women issues and representing nia	X	X	X
7	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	X	X	
8	Ability to prepare reports for funders and external bodies		X	
9	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands		X	
10	A broad base of administrative skills including; Word, Powerpoint, Excel and using databases		X	X
11	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives	X	X	X
12	Non-judgemental, non-directive and anti-discriminatory approach to empowering women		X	
13	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others		X	
14	Evidence of continuing professional development and relevant qualifications/training	X		
15	Able to work at evenings and weekends occasionally when required	X	X	

**Key to table**

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Tested at interview
<b>I</b>	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2,500 words).