

Dear Applicant

This application pack includes

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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 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

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.

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 write to 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:

- **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 new 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 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.
- Opening in 2017, **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

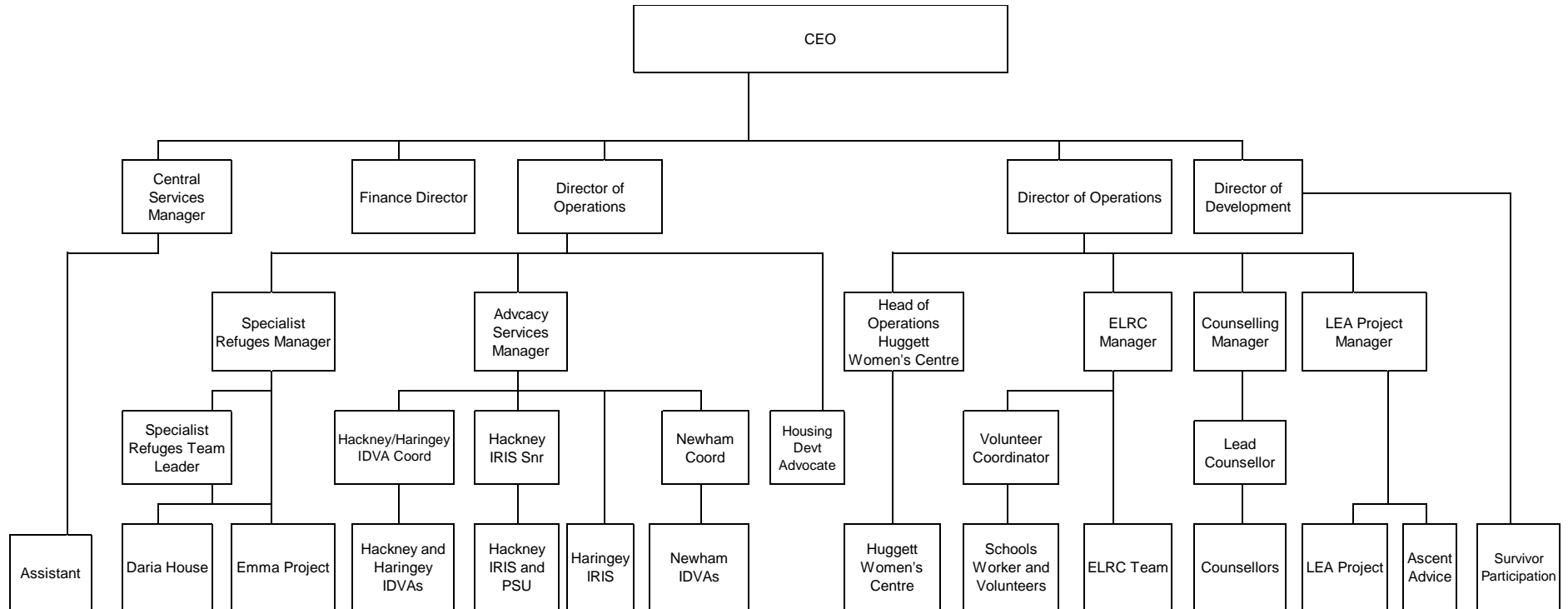
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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
info@niaendingviolence.org.uk

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





Ascent

**LONDON
COUNCILS**



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Advert

nia has been delivering services to women, girls and children who have experienced domestic and sexual violence since 1975. 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.

The Ascent Advice and Counselling partnership is a pan London Violence against Women and Girls advice service. The Caseworker will provide advocacy, support and advice to women who have experienced sexual and domestic violence with a particular focus on: women who have been sexually exploited; including those who have been trafficked or through their involvement in prostitution or women who have experienced sexual/domestic violence and who use substances problematically.

We are seeking to recruit to the following post:

Job Title:	Pan London Advice Caseworker (Sexual Exploitation and Problematic Substance Use)
Hours:	35 hour
Term	until March 2020
Salary:	£24,000- £27,500 (Dependent on qualification & experience)

We're looking for a highly organised and self-motivated woman who is passionate about ending male violence against women. 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 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 or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, nia, P.O Box 58203, London, N1 3XP.

Closing Date:	10am, 16th October 2017
Interview Date:	23rd October 2017

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).



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Pan London Advice Caseworker (Sexual Exploitation and Problematic Substance Use)

JOB PROFILE

This is a specialist post that will form part of the wider, Ascent Advice and Counselling partnership, which is a pan London Violence against Women and Girls advice service. The Caseworker will provide advocacy, support and advice to women who have experienced sexual and domestic violence with a particular focus on: women who have been sexually exploited; including those who have been trafficked or through their involvement in prostitution or women who have experienced sexual/domestic violence and who use substances problematically.

The post holder will provide a pro-active woman-led service that includes: the provision of advice, carrying out risk and needs assessment & working as part of the Ascent advice service and in collaboration with a range of agencies. This is a pan London project and will involve travel across London.

A. AIMS AND OBJECTIVES OF THE POSITION:

To provide an advice service to women

- To provide individual needs-led information, advice and advocacy (including sign-posting and referral) to women who have been sexually exploited; including through their involvement in prostitution or trafficking.
- To support women to access safety, link into appropriate services and achieve positive outcomes.
- To support and enable women affected by violence against women and substance use to reduce risk
- To promote social inclusion, encourage independence and develop personal resilience of women affected by violence against women and substance use
- To work closely with the Ascent advice hubs and other partners to ensure timely advice and assistance to all referrals within agreed standards and as per contract requirements.

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Advocacy and support service

- Provide direct casework support, advice, information and advocacy to women through telephone contact, and one to one meetings.
- Work with women to increase their personal safety (and that of any children they may have) and inform them of their rights and options in terms of housing, legal and welfare rights
- To conduct appropriate risk assessments and where appropriate and produce tailored safety / action plans.



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- To provide specific support around substance use, including the provision of harm minimisation information
- To develop good working relationships and liaise with outside agencies when needed including providing a referral and signposting service
- To act as a resource to the Ascent A&C partnership for issues related to sexual exploitation and problematic substance use.

2. Administration, Information and case management

- Keep accurate records of all work done, using relevant database and case management system
- Maintain appropriate records and statistics regarding the service
- Maintaining monitoring systems to ensure that service is meeting the requirements of its funders, partners and other stakeholders
- To contribute to producing and disseminating information about the project in a range of formats

C. GENERAL DUTIES:

The general duties of the position include:

- Acting in accordance with **nia's** policies and procedures
- Working in a manner which positively promotes the aims and objectives of the organisation.
- Positively upholding and promoting **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attending and participating in regular training when required
- Attending and participating in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties, ensuring all client records are maintained and treated in confidence according to internal policies and protocols
- Develop and ensure user participation within **nia**
- Undertaking any duties consistent with the post as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees.

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

Pan London Advice Caseworker (Sexual Exploitation and Problematic Substance Use)

		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	Non-judgemental, non-directive and anti-discriminatory approach to empowering women		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	X	x
5	Experience of working with a diverse range of people with a variety of support needs	x	x	x
6	Experience of risk and needs assessment, safety planning and support to women experiencing violence and abuse	x	x	x
7	Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis		x	
8	Experience of building and maintaining partnerships with other agencies		x	
9	An understanding of prostitution as a form of exploitation and violence against women		x	
10	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders • verbally and in writing advocating for service users, raising awareness of violence against women issues and representing nia	X	X	X
11	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	x		
12	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	
13	A broad base of administrative skills including; Word, Powerpoint, Excel and using databases	x		X
14	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
15	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others		X	
16	Evidence of continuing professional development and relevant qualifications/training	X		



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Key to table

A	Application areas will be used to shortlist
T	Tested at interview
I	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 1000 words).

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.