



delivering cutting edge services
to end violence against women and children

Dear Applicant,

Thank you for your interest in the Young Women and Girls Advocate (**Newham & Tower Hamlets**) with **nia**.

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 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 1000 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.

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).

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



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- **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

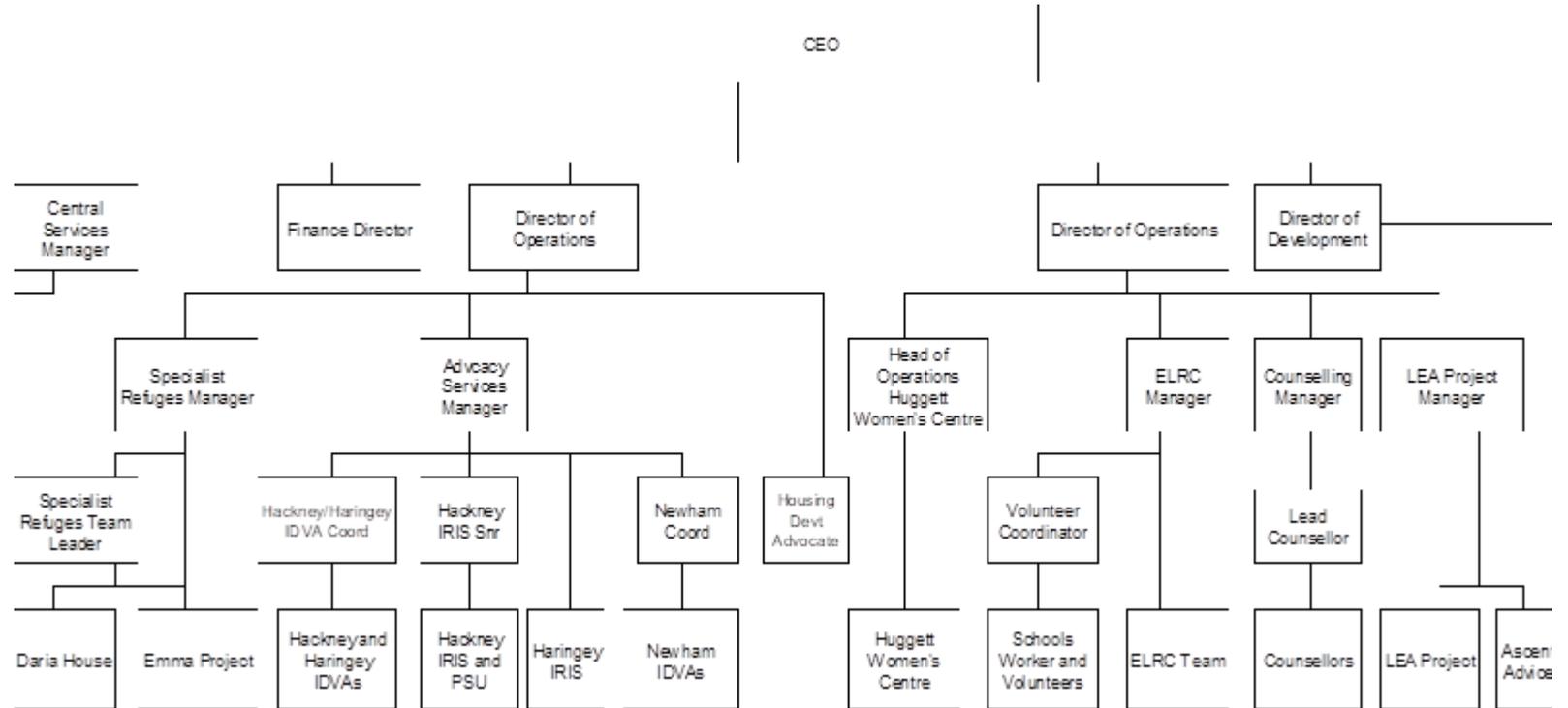
Registered Company Number 02673624



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Rape Crisis
Professionally Approved



Advert

East London Rape Crisis provides free, confidential specialist support for women and girls who have been raped or experienced any other form of sexual violence or abuse at any time in their lives, regardless of whether or not they have reported to the police.

The women who work and volunteer at ELRC offer confidential and independent support. Services include emotional and practical support, one-to-one counselling, group support and advocacy.

nia is a professionally approved member of Rape Crisis England and Wales; an umbrella organisation supporting Rape Crisis Centres across the country. Rape Crisis is completely independent of the government and the criminal justice system.

We are seeking to recruit to the following post:

Job Title: Young Women's Advocate – East London Rape Crisis (**Newham & Tower Hamlets**)
Job Ref: 2/2018
Hours: 35 hrs/pw
Term: Currently funded until March 2019 with a possibility of extension
Salary: £ 24,000- 27,500 (inclusive of London weighting and dependant on relevant qualification)

We're looking for a highly organised and self-motivated woman who is passionate about supporting survivors of sexual violence. 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, 22nd January 2018

Interview Date: 1 February 2018

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).

*nia is an organisation run by women to support women and children victims of sexual and domestic violence. In our Haringey and Newham services we are contracted to also support male victims. In those services male victims will receive the same high standards of support and advocacy. However, in recognition of women's significantly disproportionate victimisation, we refer to women in policies, procedures and publicity.

Job Profile

Position Title: Young Women and Girls Advocate
Salary: £24,000- £27,500 (inclusive of London weighting and dependant on relevant qualification)
Hours: 35 p/w
Line Manager: East London Rape Crisis Manager
Duration: Currently funded until March 2019, extension possible.

A. AIMS OF THE POSITION:

To provide pro-active advocacy and casework support to young women and girls who have experienced or at risk of sexual violence; and maybe gang involved or associated. The Advocate will provide one to one advocacy and group work to young women and girls in Tower Hamlets and Newham. This post will involve travel across East London.

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Advocacy Support

- To support young women and girls to recover from sexual violence
- To enable young women who have experienced sexual violence to understand and access their rights
- To support young women and girls to develop skills, knowledge and self-confidence
- To ensure robust risk assessment of all young women and girls accessing the service and a tailored package of support is developed
- To ensure young women and girls have their voices heard & to advocate on their behalf with other agencies
- To keep young women and girls, parents, carers and relevant agencies informed of activities where appropriate and necessary
- To ensure that all work with young women is carried out with regard to all appropriate legislation and guidance including The Children Act (1989), The Children Act (2004) and **nia's** policies and procedures.
- To provide an inclusive service that recognises the importance of equality, diversity and respect

2. Work with Other Professionals

- To develop and maintain relationships with operational partners (i.e. local safeguarding children's boards) and referral agencies (i.e. youth offending teams, pupil referral units, police, schools and Children and Young People services).
- To provide training to external agencies on a range of topics relating to sexual violence, exploitation and gang involvement
- To ensure that the voices and needs of young women and girls experiencing sexual violence are heard and represented.

3. Group Work

- To promote and raise awareness of the impact of sexual violence on girls and young women
- To develop and deliver group work programmes in relation to sexual violence in a range of settings including school, youth clubs etc.
- To facilitate group work sessions that promote equality, diversity and inclusion

4. Case Management

- To manage a caseload and record all involvement with young women and girls; assessing, reviewing and evaluating all work to ensure needs are met
- To manage files and casework in accordance with **nia's** policies and procedures
- To use the Rape Crisis database to record all casework
- To contribute to monitoring returns as directed by the East London Rape Crisis Manager and Head of Operations
- To contribute to the evaluation of the service

5. Awareness Raising

- To promote the services provided by the ELRC and other relevant service providers
- To represent the work of both **nia** and Rape Crisis at relevant forums

3. General Duties

The general duties of the position include:

- Acting in accordance with **nia** policies and procedures and ethos including:
 - Equal Opportunities Policies
 - Occupational Health and Safety Policies and Procedures
 - Ethical Policy
- Attending and participating in regular training when required
- Attending and participating in regular supervision, staff and other meetings as necessary.
- Participating in the roster for the ELRC Telephone Information & Support line on a weekly basis
- Carrying out your own administrative duties including maintaining accurate records, producing written reports
- Participating in **nia's** Out of Hours Service
- Undertaking any duties consistent with the post as may be reasonably requested by the Head of Operations, Chief Executive and/or the 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.

PERSON SPECIFICATION

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

	Experience and Knowledge	A	I	T
1	Substantial experience of working within the Violence Against Women and/or Children/Young People’s sectors or similar field	X		
2	Knowledge of the issues facing women, children and young people affected by violence against women- specifically sexual violence- along with the ability to identify women’s individual and collective needs	X	X	
3	Experience of risk assessment, safety planning and support of survivors of sexual violence with a variety of additional support needs	X	X	
4	Knowledge of adult and child protection and safeguarding frameworks and the ability to apply them to work.	X	X	
	Skills and Ability			
5	Ability to support and communicate sensitively with young women who may be distressed/in crisis whilst maintaining appropriate boundaries	X		
6	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
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 work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands		X	x
9	A broad base of administrative skills including; Word, PowerPoint, Excel and using databases, including for monitoring and reporting.		X	X
	Personal Attributes and circumstances			
10	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
11	Non-judgemental, non-directive and anti-discriminatory approach to empowering women		X	
12	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others		X	
13	Able to work evenings and weekends, including on the Information & Support Line when required and to participate in the manager out of hours on call rota		X	
	Education and Qualifications			
14	Evidence of continuing professional development and relevant qualifications/training	X		

Key to table

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