

Dear Applicant

Thank you for your interest in this post, **Service Manager (The Anita Project)**

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**

## **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 2500 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.

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 requirements marked "X" on the A (application) column will be 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.

**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.
- **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.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate two different IDVA services in Haringey and Hackney 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
- **East London Exiting and Advocacy Project, (ELEA)** - offering outreach and one-to-one support to women involved in prostitution. **The ELEA 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.
- **The Anita Project** -devised to bring about long-term sustainable change for women facing multiple disadvantage and who are involved in prostitution in London. This service includes advocacy, group work and night time outreach.
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**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.

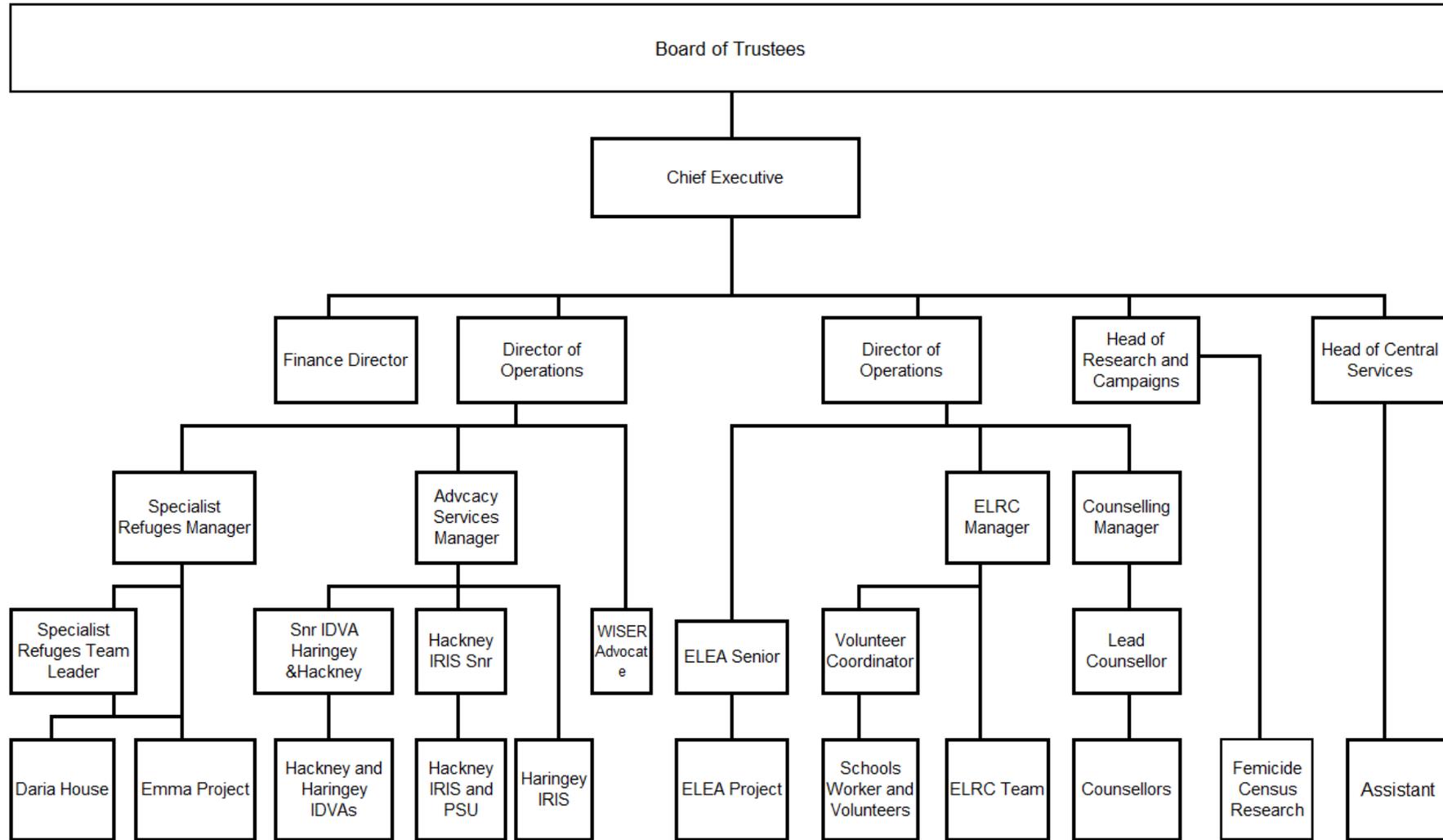
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

## 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** 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.

We are delighted to receive funding from MOPAC to develop The Anita Project. The Anita Project has been devised to bring about long-term sustainable change for women facing multiple disadvantage and who are involved in prostitution in London. This service will build on **nia**'s existing work to support women to exit prostitution.

We are seeking to recruit to the following post:

**Job Title: Service Manager (The Anita Project)**

**Hours: 35 (including some evenings and occasional night-time)**

**Salary: £33,000- 35,000 (dependent on qualification & experience)**

The Service Manager (The Anita Project) will be responsible for developing and delivering this new project. She will also be involved in the management of **nia**'s other exiting prostitution services.

We are looking for a highly organised and self-motivated woman who is passionate about ending male violence against women and girls. For this post we are looking for a woman with management experience who shares our values. You'll have a 'can-do' approach, be passionate about prioritising women and be committed to **nia**'s feminist approach. Your values, attitude and abilities are as important as your experience.

To apply 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

**Closing Date: 10am, 17<sup>th</sup> August 2020**

**Interview date: 25<sup>th</sup> August 2020**

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.

## JOB PROFILE

**Position Title:** Service Manager (The Anita Project)

**Salary Range:** £33,000- £35,000 (dependent on qualification)

**Hours:** 35 hours per week

**Line Manager:** Director of Operations

**Responsible For:** The Anita project and nia's wider prostitution services' staff team.

### **A. AIMS OF THE POSITION:**

- To ensure a high-quality support and advocacy service is provided to women who are exploited through prostitution, to support them towards the overall aim of exiting.
- To support the Director of Operations in the development of **nia's** prostitution services and to manage the staff, offices and projects the service undertakes.

### **B. SPECIFIC AREAS OF RESPONSIBILITY:**

#### **1. Team management**

- Responsible for the overall support, supervision and management of the prostitution services team
- Establishing both team and individual work programmes and individual targets, annual performance appraisals and developing individual annual employee development plans (including training) with team members
- Developing and maintaining a woman focused ethos committed to quality service provision and continual improvement

- Recruitment, induction and probation of team members and in conjunction with the Director of Operations and Central Services, overseeing employee record keeping and other administrative processes
- Ensuring appropriate communication within the team and the wider organisation
- Ensuring that appropriate records are kept
- Implementing relevant disciplinary and grievance procedures where appropriate
- Taking responsibility for Health and Safety within the team
- Manage staffing to ensure adequate cover is available

## **2. Service development**

- To establish the new service, ensuring funder requirements are met
- To work with the Director of Operations in devising outcome monitoring tools for The Anita Project
- To work in consultation with the Senior Advocate to develop procedures for the new service
- To ensure the service is meeting required standards at all times
- To be actively involved in the evaluation of the project

## **3. Quality, performance and partnerships**

- To work with the wider management team in developing quality systems to deliver service standards and improve on service performance
- To ensure the timely completion of funder and stakeholder returns
- To ensure any external and internal standards are met and that performance is continually improved
- To maintain constructive and effective working relationships partners and other stakeholders
- To positively promote the service and **nia** and positively represent the interests of all women and children who have experienced male violence, in particular those who have been exploited through prostitution
- Ensure that the project works in conjunction with other teams within the organisation and adheres to the overall aims and development

## **C. GENERAL:**

- Acting in accordance with **nia's** policies and procedures, including
- Work 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
- Ensure effective communication with other teams in **nia**
- 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
- Attend and participate in regular training when required
- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties
- Participating in the managers telephone out of hours on call system, on a rota basis in the evenings and at weekends
- 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.**

## PERSON SPECIFICATION

### Service Manager (The Anita Project)

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2000 words).

#### 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

		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 exploitation/prostitution along with the ability to identify women’s individual and collective needs	x	x	
3	Non-judgemental, non-directive and anti-discriminatory approach to empowering women		x	
4	An understanding of prostitution as a form of male violence against women		x	
5	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
6	Experience at management level within a violence against women or similar organisation, including experience of staff management and development	x	x	
7	Ability to monitor and evaluate services, including preparing reports for funders and external bodies	x	x	x
8	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs		x	
9	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,</li> <li>• raising awareness of male violence issues and representing nia</li> </ul>	x	x	x
10	A broad base of administration skills including ability to maintain records and use IT, data base management and paper-based systems proficiently	x	x	x
11	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	
12	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others		x	
13	Evidence of continuing professional development and relevant qualifications/training	x		