

Dear Applicant

Thank you for your interest in this post, **Substance Use Advocate (The Anita Project)** 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 by the closing date. Any late applications will not be accepted.

Yours faithfully,



Rachel Evans
Head of Central Services

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 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 relate 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, Head of Central Services at 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 nighttime outreach.

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

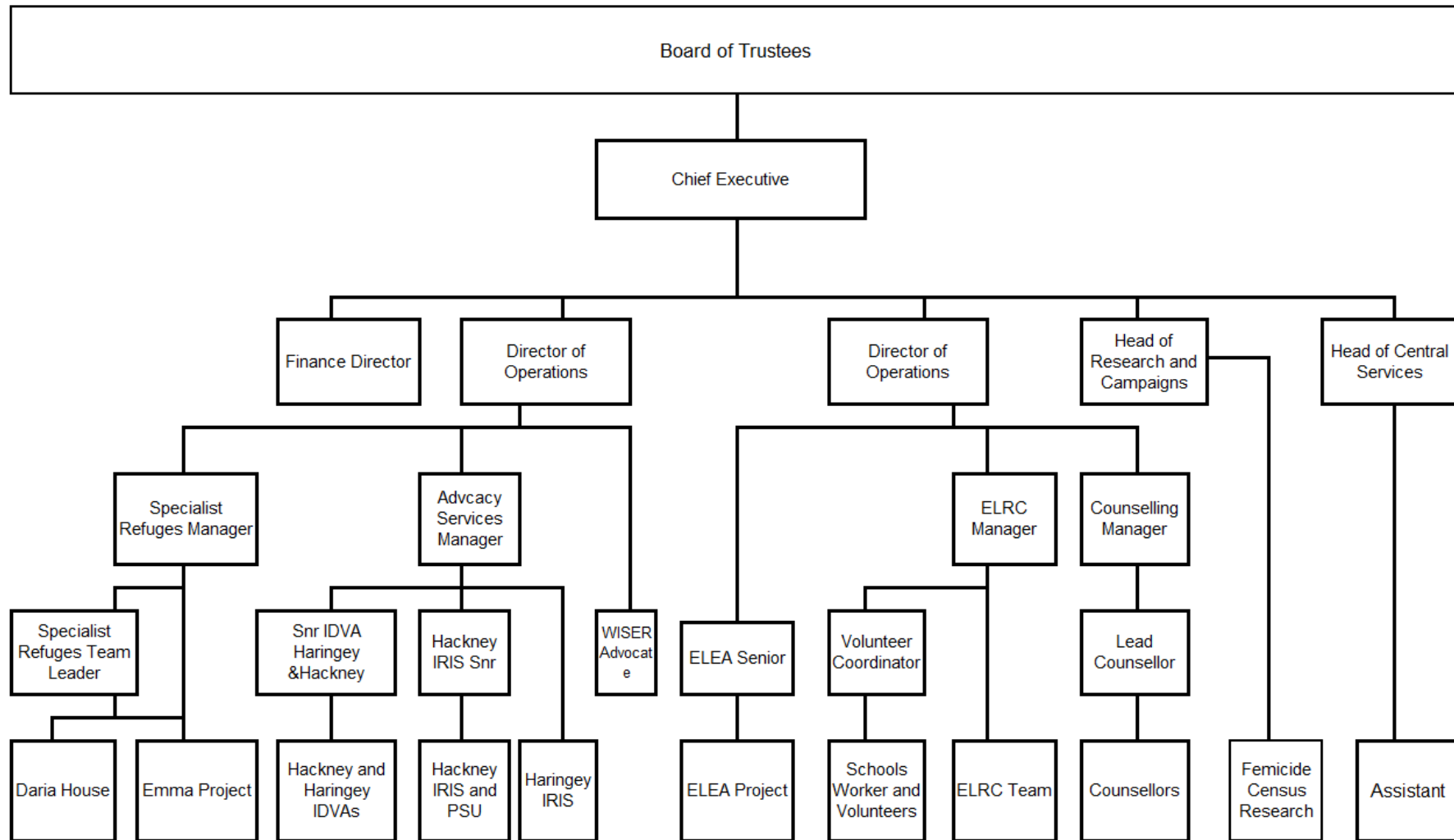
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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





ADVERT

We have recently noticed that we receive fewer applications for our posts supporting women involved in prostitution. If you think you have what it takes to do this work but you're worried that you might not have the right experience, please call us – let's talk about it. We may be able to consider training and additional support for you.

nia has been delivering services to women, girls and children who have been subjected to sexual and domestic violence and abuse, including prostitution, 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 the Mayor's Office for Policing and Crime (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: Substance Use Advocate (The Anita project)
Job Ref: nia 018
Hours: 35 hours
Salary: £25,000- £28,500 (dependent on qualification & experience)

This post is currently funded until 31 March 2022. It is our policy to try to offer staff alternative posts in the organisation if funding for the post they are filling ends.

This is an exciting new post focussing on supporting women to exit prostitution. The service builds on our existing work to support women involved in prostitution in east London. The post holder will provide wide-ranging support with a particular focus on supporting women using drug and alcohol services, who are abused through 'survival sex'. The postholder will be responsible for forging links with drug and alcohol services to ensure maximum engagement and take up of services from women who are being sexually exploited.

We are looking for a highly organised and self-motivated woman who is passionate about supporting other women to rebuild their lives after prostitution. 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.





ADVERT

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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.

To apply visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted.

Closing Date: 10am, 8th March 2021

Interview date: 16th March 2021



JOB PROFILE

- Position Title:** Substance Use Advocate (The Anita Project)
- Salary Range:** £25,000- £28,500 (dependent on qualification)
- Hours:** 35 hours per week (Including some night time work)
- Manager:** Service Manager (The Anita Project)

A. AIMS OF THE POSITION:

- 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 forge links with substance use agencies to ensure maximum identification and engagement of women who have been sexually exploited

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Advocacy and support

- To proactively engage with women involved in 'on-street' and 'off-street' prostitution in East London and encourage referrals to the service.
- To conduct needs and risk assessments and develop individual support plans
- To provide advocacy, support and information to women in on and off-street prostitution around issues of safety, health, housing options, substance dependence, law and rights, accessing services.
- To develop and update a resource file/directory of specialist services and agencies that provides quality services to women in on and off-street prostitution.
- To support women to understand and access their rights
- To work with women to develop exit strategies
- To develop and implement referral procedures, forms and monitoring processes.
- To work from an anti-woman-blaming perspective, understanding prostitution as a form of male violence against women and supporting women to overcome barriers to exit

2. Substance use outreach

- Build a directory of substance use agencies across London
- Develop referral protocols with substance use agencies
- Deliver training to relevant agencies to ensure women are identified and able to access services
- Provide specific substance user harm minimisation advice to women accessing The Anita project

3. Case Management and Monitoring

- To manage files and casework in accordance with **nia's** policies and procedures
- To use the On-Track database to record casework
- To contribute to monitoring returns as directed by the management/senior management team
- To contribute to the evaluation of the service

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
- 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

Substance Use Advocate (The Anita Project)

Please provide a supporting statement addressing all shortlisting criteria marked with "X" in the Application column (maximum word count: 2500 words).

Key to table

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

		A	I	T
1	Experience of working or volunteering within Violence Against Women, Children/Young People. Homelessness, Drugs and Alcohol, Mental Health services 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	x	
5	A feminist perspective on how sex, gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives	x	x	x
6	Ability to work effectively with women who use substances problematically		x	
7	Experience of risk assessment, support planning and case management	x	x	x
8	Ability to deliver services to meet agreed outcomes and outputs		x	
9	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 male violence issues and representing nia 	x	x	x
10	A broad base of administration skills	x	x	x
11	Able to work one night time weekday shift on a fortnightly basis, to deliver van outreach services	x		
12	Ability to work independently and within a team, to plan and manage workload, meet deadlines, problem-solve and respond to unplanned and conflicting demands		x	
13	High level of self-motivation and ability to think creatively with a 'can-do' attitude		x	
14	Evidence of continuing professional development and relevant professional qualifications/training	x		