

Dear Applicant

Thank you for your interest in this post, **Support Worker – The Casa 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](mailto: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 interview would be helpful in applying for other jobs, please email Rachel Evans, Head of Central Services 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.
- **Jan's Place** - Jan's Place opened in autumn 2022 and became **nia's** third specialist refuge offering trauma informed accommodation and support to women living with multiple disadvantages, in particular problematic substance use (including illegal and/or prescription drugs and/or alcohol) who have been subject to domestic violence and abuse, recognising that this may overlap with sexual violence and 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

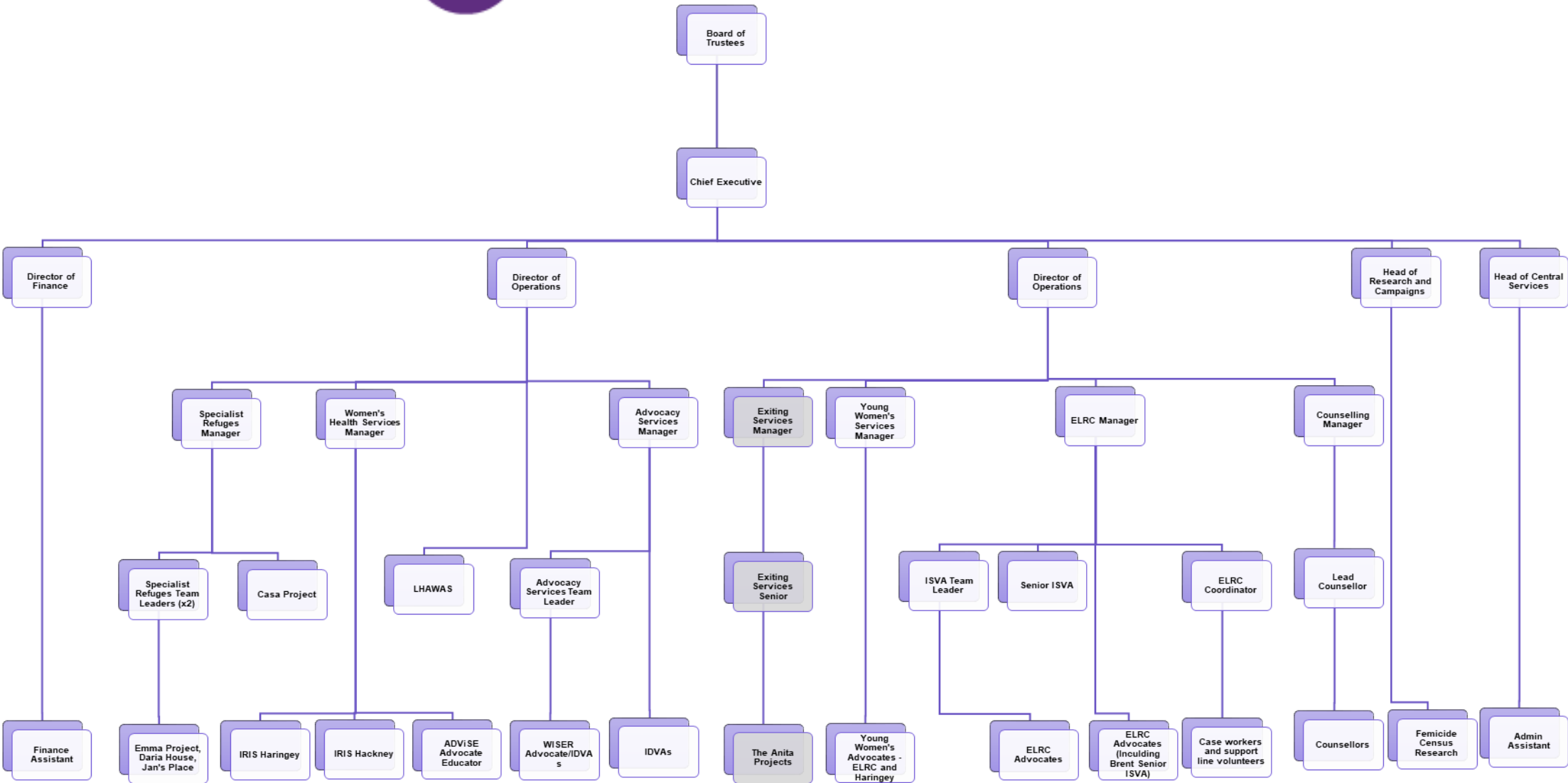
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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](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



Funding for these services expires in March 2023. Possibility of further funding but not ongoing so will have to end (and hopefully restart).





## ADVERT

**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.

**The CASA Project** is a specialist service providing advocacy and support to women and their children who have been subjected to domestic and/or sexual violence and abuse, and who have moved on from refuge into self-contained accommodation.

### We are seeking to recruit to the following post:

**Job Title:** Support Worker – The Casa Project  
**Job Ref:** nia 162  
**Hours:** 21 hours per week  
**Salary:** £16,200 – £18,000 (A £27,000 - £30,000 salary band is paid pro rata; dependent on experience and qualification)  
**Location:** This post involves travel around London

The post is currently funded until 31st March 2026 with a possibility of further extension.

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** approach to Prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice.

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. Applications can be returned via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk).

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**Closing date:** 10am 26<sup>th</sup> April 2024  
**Interview date:** 7<sup>th</sup> May 2024

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

<b>Position Title:</b>	Support Worker – The Casa Project
<b>Salary:</b>	£16,200 – £18,000 (A £27,000 - £30,000 salary band is paid pro rata; dependent on experience and qualification)
<b>Hours:</b>	21 hours per week
<b>Term:</b>	Currently funded until 31st March 2026
<b>Team:</b>	Specialist Refuges
<b>Line Manager:</b>	Refuge Services Manager

### A. AIMS OF THE POSITION:

To ensure that women and their children who have experienced Violence against Women and Girls (VAWG) are provided with advocacy and support in their move-on accommodation, offered through the Casa Project. To promote multi-agency awareness and coordinated service delivery between VAWG, housing, legal, mental health, and substance use agencies. You will support and enable women and their children affected by VAWG and experiencing multiple disadvantage to reduce risk, make informed choices, and build self-esteem.

### B. AREAS OF RESPONSIBILITY:

The Support Worker has responsibility for:

#### 1. Specific responsibilities:

- To provide floating support to women in The Casa Project, including visiting women in their homes and meeting them in the community.
- To provide a flexible support service which is responsive to changing levels of need.
- To work with colleagues from the partnership and the Project Coordinator to share knowledge and best practice and ensure consistency across the service.
- To identify, refer and signpost women to a range of statutory and voluntary agencies as required.
- To develop and review in collaboration with the service user, Safety Plans, Support Plans and Needs & Risk Assessments..
- To liaise with landlords to arrange viewings and sign ups to properties.
- To support women to work with landlords around any tenancy or repairs issues that may arise.
- To support women with physical and/or mental health difficulties to access appropriate services and maintain their independence.
- To provide a flexible support service which responds to changing levels of need.
- To support women to maximise their income and claim relevant benefits, and to access employment, training and education as appropriate.
- To work with mothers / carers to identify the needs of their children and ensure they are able to access schools, nurseries and other relevant services as required.
- To support mothers / carers with CSC, CAMHS and/or family courts.
- To raise awareness of issues relating to VAWG with landlords and other non-specialist partners



## 2. Accountabilities

- To maintain records of contact and support offered using appropriate systems.
- To ensure all monitoring and performance returns are submitted promptly and are of a high standard.
- To ensure that the agreed Service Standards are adhered to.
- To work with the Solace Project Coordinator to ensure a high quality service and ensure service provision achieves the required standards.
- To support landlords and other non-specialist partners in developing knowledge and skills around VAWG and DA issues.
- To ensure that appropriate levels of contact are maintained as per the guidelines issued.
- To ensure women are aware of the need to move on from the service after two years, and that they are supported to make this transition smoothly.
- Comply with Safeguarding Procedures, ensuring cases are reported, escalated and recorded appropriately.

## 3. General responsibilities:

- Prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice
- Promoting the aims and objectives of **nia** and representing the organisation at various fora and developing partnerships with appropriate organisations
- Acting in accordance with **nia** policies and procedures and ethos
- Attending and participating in regular training when required
- Attending and participating in regular supervision, staff and other meetings as necessary.
- Carrying out your own administrative duties including maintaining accurate records, producing written reports
- Undertaking any duties consistent with the post as may be reasonably requested by the Director of Operations, Chief Executive, Board of Trustees etc.

**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

### Support Worker– The Casa Project

#### Key to table

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Test
<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: 2500 words).**

<b>Experience and Knowledge</b>		<b>A</b>	<b>I</b>	<b>T</b>
1	Substantial experience of working within the Violence Against Women and/or Children/Young People’s sectors or similar field.	X		
2	Experience of working with women experiencing various aspects of severe and multiple disadvantage: homelessness, substance use, mental health issues, insecure immigration status, prostitution and offending behaviour	X	X	
3	Knowledge of relevant Safeguarding Adults and Children legislation.		X	
4	Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings.		X	
5	Awareness of the intersection between severe and multiple disadvantage and VAWG, and a strong understanding of how the intersection of these issues can make it difficult for people to engage with support	X		
6	An understanding of the impact of trauma on women and their children	X		
<b>Skills and Abilities</b>				
7	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 gender violence issues and representing nia.		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	A solution focused and assertive approach to reaching out to and building trust and positive relationships with women who are experiencing multiple disadvantage and who may present as reluctant to engage and/or may be presenting in crisis	X	X	
10	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	
11	A broad base of administrative skills including; Word, PowerPoint, Excel and using databases.			X
<b>Personal Attributes and Circumstances</b>				
12	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives.	X		X
13	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
14	High level of personal resilience, flexibility, self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others.		X	