

Dear Applicant

Thank you for your interest in this post, **Women's Engagement Worker 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 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.
- **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

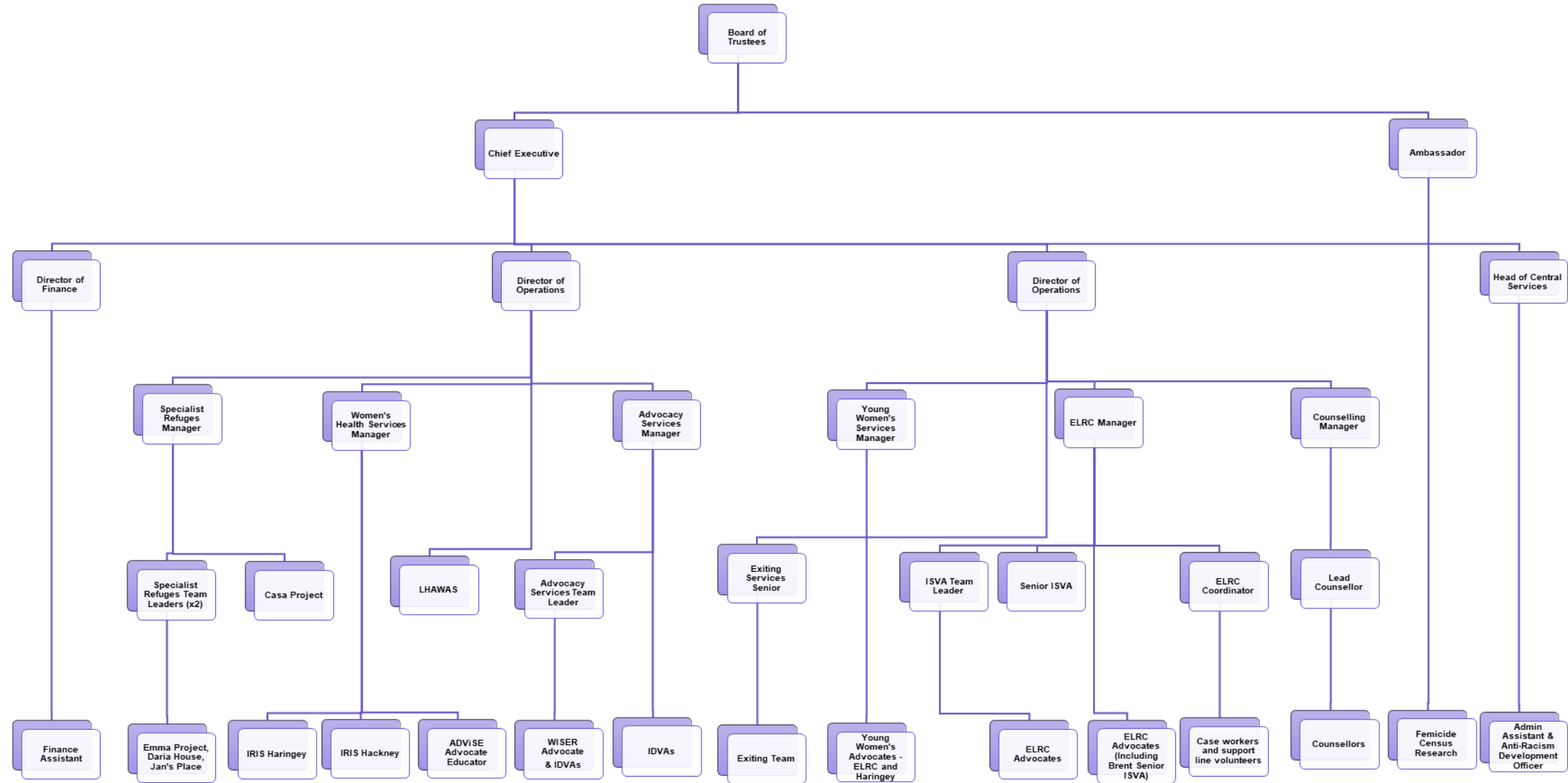
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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
info@niaendingviolence.org.uk

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





For nearly 50 years, **nia** has provided high quality, women-led services across North and East London. **nia** has three main aims: to provide services for women, children and young people who have experienced male violence, working to end men's violence against women and girls, and to inform and influence policy and public awareness.

nia's values, and our commitment to upholding them, set us apart. We put women first – always and without hesitation: we believe women, we are run by women, for women. We leave no woman behind: we challenge inequality and discrimination and believe that uniting women of all backgrounds is essential to ending the sex-based oppression of women.

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. We offer confidential and independent support. Services include advocacy, emotional and practical support, one-to-one counselling and group work.

We are seeking to recruit to the following post:

Job Title: Women's Engagement Worker

Job Ref: nia 186

Hours: 28 hours per week

Salary: £22,400- £24,800 (£28,000 - £31,000 pro rata dependent on experience and qualifications)

Location: This post will be based at our Women's Centre located in Dagenham Heathway for a minimum of three days per week (including one evening per week).

The post is currently funded until September 2025, with the possibility of extension. The Women's Engagement Worker provides short-term 1-1 emotional and practical support to a small caseload of women and facilitates drop in's and workshops for female survivors of sexual violence. This postholder will work closely with East London Rape Crisis's Community Engagement Workers and survivors to co-facilitate Expert's by Experience groups, workshops and professionals trainings. You will work as part of a growing Feminist Rape Crisis service that is developing to meet the needs of women and girls. We're looking for a highly organised and self-motivated woman who is passionate about ending violence against women. You'll have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and girls.

To apply, 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.

Closing date: 10am, 26th February 2025

Interview date: 7th March 2025

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

Job Title:	Women's Engagement Worker
Salary:	£22,400- £24,800 (£28,000 - £31,000 pro rata dependent on experience and qualifications)
Hours:	28 hours per week
Term:	The post is currently funded until September 2025, with the possibility of extension.
Team:	East London Rape Crisis
Line Manager:	East London Rape Crisis Service Manager
Location:	This post will be based at our Women's Centre located in Dagenham Heathway for a minimum of three days including one evening per week

A. AIMS OF THE POSITION:

- To provide pro-active 1-1 emotional and practical support for women
- To co-ordinate weekly drop-ins for women
- To facilitate weekly women's workshops
- To support with the development and co-facilitation of Expert by Experience groups

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Casework and Support

- Provide short-term emotional and practical support (up to 12 weeks) to a small caseload of women who are survivors of sexual violence
- Delivery of specialist sessions that will support women to explore themes such as understanding and coping with trauma, feminism, boundaries, identity and respectful relationships and kaleidoscopic justice
- Help women to build up support networks within the local community
- Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role, **nia** policies and procedures and legislation

2. Women's Drop-in's

- Delivering weekly creative and awareness raising drop-in sessions that help women to connect in an informal environment at **nia's** Women's Centre in Dagenham Heathway
- Support women's access to information about their rights and options and support them to make informed choices and to access relevant services available to them
- Develop and maintain good working relationships with key partners, external agencies and internal services
- Ensure women are aware of the service and feel welcomed by the service and confident their needs will be met

3. Women's Workshops

- Facilitation of rolling evening women's workshops to take place at **nia's** Huggett Women's Centre that draws upon feminist consciousness-raising principles for women to talk to each other and share experiences of being raised as girls and women in a patriarchal society
- Establishment of older women's workshops to take place within outreach settings such as local care homes that draws upon feminist consciousness-raising principles for women to talk to each other and share experiences of being older women in a patriarchal society

4. Experts by Experience

- Working in partnership with the Community Engagement Workers to support in the facilitation of quarterly 'Experts by Experience' advisory boards made up of victim-survivors who have accessed our services
- Ensuring the voices and lived experience of women are at the centre of all work influencing the support the development, management, review and evaluation of the service
- To recruit encourage and engage women to feel confident to be involved within the 'Experts by Experience' platforms for their voices to be heard and influence the service.
- Working in partnership with the Community Engagement Workers and Experts by Experience groups to co-produce and co-facilitate training/workshop resources and programmes

5. Safeguarding

- Maintaining confidentiality for women, in line with **nia's** Safeguarding Policy
- Assessing safeguarding concerns and to discuss these concerns with the safeguarding lead.
- Supporting women through this process where appropriate and to ensure that they are kept informed at all times
- Equipping women with information, skills and resources they need to make informed choices, access services, access their rights and to have their voices heard
- Understanding the nuanced nature of risk assessment and risk manifestation and work with women and local agencies to develop a shared understanding of risk and negotiate robust risk management plans to maximise external protective factors
- Utilising a multi-agency approach, working with voluntary and statutory professional networks surrounding the woman, including social care, education, health/mental health, police, etc.

6. Widening Access

- To under-take assertive outreach in identified non-traditional settings (e.g. such as care homes and GP surgeries) to meet the needs of the older cohort of women exposed to high levels of violence.
- Co-produce and deliver training and awareness raising work for professionals, including first responders and managers in relevant related services to facilitate appropriate response towards women at risk.
- To utilise interpreters as a way to ensure women are able to access and feel confident using the service.

C. GENERAL DUTIES

- Prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice
- 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**
- Carrying out your own administrative duties
- Complete monitoring and evaluation information for all service users in line with funding expectations and organisational policies and procedures
- 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.
- 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 Women's Engagement Worker

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: 2500 words).

Experience and Knowledge		A	I	T
1	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 along with the ability to identify women's individual and collective needs.	X	X	X
3	Experience of developing and delivering prevention and awareness raising programmes that promote awareness and understanding of the issues that impact on women at risk of or who have experienced VAWG (desirable).	X	X	X
4	Experience of risk assessment, safety planning and support of survivors of violence against women with a variety of additional support needs.	X	X	
5	Experience of working in partnership with external agencies		X	
Skills and Abilities				
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 male violence issues and representing nia.		X	X
7	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs.			X
8	Ability to assertively engage with women who may not access mainstream services	X	X	
9	Ability to support and communicate sensitively with women who may be distressed/in crisis whilst maintaining appropriate boundaries			
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	X
Personal Attributes and Circumstances				
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 self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		X	
15	Able to work on Mondays 10-5pm and one evening per week 18:00-20:00pm	X		
Education				
16	Evidence of continuing professional development and relevant professional qualifications/training.	X		