

About Kairos WWT

Kairos Women Working Together (WWT) believes in the value and dignity of all women. Our vision is to see women living positive lives, free from exploitation. Our mission is to increase the safety, stability and self-belief of women in Coventry affected by or at risk of exploitation, through support, advocacy and awareness raising.

Our Values: as an organisation we want to be:

- **Accepting and non-judgemental:** every woman matters and is worthy of love, care and support, no matter what her past or current circumstances. We know that women at risk of exploitation (particularly those in street prostitution) can face significant judgement and stigma and we want all women to feel welcomed and valued.
- **Women-centred:** Projects and work should be designed around the specific needs of women accessing our services, rather than expecting women to fit into convenient boxes. We understand that women present with certain sets of needs and often experience multiple needs at once.

Our Behaviours: what we will do to achieve our values

- **Demonstrate integrity, respect and trustworthiness.** We will treat all people who come into contact with Kairos (whether service users or other stakeholders) with equal value and respect. We recruit staff, volunteers and trustees who fully embrace our ethos and beliefs.
- **Advocate and influence.** We will use our experience and knowledge of working with women to influence policy and practice locally, regionally and nationally where we can, as well as making sure our service users' voices and needs are heard and understood through individual-level case work advocacy
- **Commit to long-term, holistic work.** We understand the long-term and complex nature of issues facing our service users and do not expect or try to deliver 'quick-fix' solutions. Services will be designed to enable us to help women address multiple issues in their lives, not just focus on one area, because people's lives can't be categorised into boxes. We accept women wholly as they are.

Principles of practice

We aim for our services to be grounded in the 5 principles of trauma-informed care and practice, which are:

- 1) Safety – ensuring physical, mental and emotional safety first and foremost
- 2) Choice – each woman is an individual and is in control of her life. All services are free, offered on unconditional basis.
- 3) Collaboration – women are co-workers with Kairos, not passive recipients of help. They are involved in co-designing support plans and saying what they want to do next. Empowerment and ownership will be key principles of our 1-2-1 work going forward.
- 4) Trustworthiness – providing a reliable service through staff and volunteers who are respectful and maintain professional boundaries. Kairos continues its reputation as a service that delivers what we say we will.
- 5) Empowerment – enabling women to re-discover their own strengths and skills and offering opportunities to make this happen

Job Description

Job Title: Project Worker - Feeling Safe project

Post Salary: £19,000 - £22,500 FTE (dependant on experience) - £11,298-£13,378 per annum

Working hours: 22 hours a week (to be worked over 3 days, must include Monday and Tuesday). Very occasional evening and weekend work required.

Contract type: Permanent

Reporting to: Feeling Safe Service Manager

This post is restricted to female applicants only under Section 9 of the Equality Act 2010. An enhanced DBS (Disclosure Barring Service) disclosure will be required for this role. This post is funded by The National Lottery Community Fund.

Overview of Post

KairosWWT are recruiting a part-time female Project Worker who has an interest in and commitment to working with vulnerable women, particularly those who are affected by or at risk of sexual exploitation. This post plays a vital role in the delivery of our Feeling Safe project by offering service users support to increase their life chances, choices and wellbeing primarily through delivering 1-1 and group work, as well as supporting the delivery of awareness raising sessions in the community.

Main Responsibilities

One-To-One work

1. Manage a caseload of young women (18-24 years old) affected by or at risk of sexual exploitation.
2. Undertake referrals and carry out initial assessments - including risk assessments - to devise a holistic and achievable support plan with service user involvement.
3. Offer floating support to service users, attending appointments and resolving issues that may include, (but are not limited to) housing, benefits, substance misuse, mental, physical, sexual and emotional health.
4. Deliver 1-1 sessions using the protective behaviours model to promote safety and awareness of sexual exploitation.
5. Develop and maintain partnerships with key referral agencies to ensure service users access holistic support - this may include signposting, advocacy and attendance at multi-agency meetings.
6. Respond appropriately to disclosures and safeguarding concerns.

Group work

1. Lead on planning and delivery of weekly peer support group sessions for service users to participate in positive and creative activities that develop their knowledge, skills and confidence
2. Lead on planning and delivery of the Feeling Safe Summer programme, throughout July and August, to engage young women in positive activities that reduce isolation and increase self-esteem
3. Identify key stakeholders and services in the community and build, develop and sustain referral pathways and relationships with these

4. Develop marketing materials and proactively advertise group sessions through outbound calls, meetings and emails, in co-ordination with rest of Feeling Safe team
5. Co-ordinate all follow-up 1-1 referrals from group sessions into the rest of the service
6. Co-ordinate any support staff or volunteers assisting with delivery of group sessions

Awareness raising sessions

7. Support the delivery of community-based education/awareness raising sessions around sexual exploitation and related topics as required

Volunteers

8. Be responsible on the day for any volunteers assisting with any 1-1 or group sessions, promoting safe boundaries and proactive engagement with service users, and feeding back issues or development needs to Service Manager
9. Support full-time Project Worker and Service Manager in volunteer recruitment and training as required

General

10. Further develop partnerships with key stakeholders to promote this service and increase referrals
11. Maintain an up-to-date knowledge of best practice and a willingness to attend further training as necessary
12. To attend meetings, conferences and training events as required
13. To work flexibly, which may include evenings and occasional weekends
14. To record all contact with service users appropriately, updating records and databases
15. To support the promotion of Kairos WWT and the Feeling Safe project
16. To attend regular line management and external clinical supervision
17. To work in accordance to Kairos WWT values and policies, adhering to confidentiality, equality and diversity and health and safety procedures
18. To perform any other duties reasonably required by the Service Manager within the scope of the job and grading

Person Specification

	Essential	Desirable	Measured By
Qualifications			
Higher Education or vocational qualification in relevant field		✓	Ap Form
GSCE Maths and English Grades A-C (or equivalent)	✓		Ap Form
Experience			
Of working in a not for profit organisation		✓	Ap Form
Of advocacy and support for individuals	✓		Ap Form
Of working with vulnerable young women	✓		Ap Form
Of creating support plans and delivering tailored 1-1 support	✓		Ap Form
Of planning and delivering group work sessions for young people	✓		
Of working with safeguarding disclosures		✓	Ap Form
Of multi-agency working and attending multi-agency meetings		✓	Ap Form
Of co-ordinating a small team of people (e.g. volunteers)		✓	Ap Form
Knowledge			
Of current issues surrounding sexual exploitation	✓		Ap Form/Interview
An understanding of safeguarding vulnerable adults	✓		Ap Form/Interview
An understanding of the issues that affect young people	✓		Ap Form/Interview

An understanding of the Protective Behaviours Model as an approach to delivering awareness raising sessions		✓	Ap Form/Interview
An understanding of information-handling requirements (e.g. confidentiality, data protection)		✓	Ap Form/Interview
An understanding of assessment processes, including risk assessments		✓	Ap Form/Interview
Of other support services available to young women within Coventry		✓	Ap Form/Interview
Skills			
Excellent interpersonal skills, develop trusting, supportive relationships with appropriate professional challenge	✓		Ap Form/Interview
Ability to adapt communication style and content to meet the needs of the audience in 1-1 and group sessions	✓		Ap Form/Interview
Good IT skills, including Word, Excel and IT communications through internet and email	✓		Ap Form
Accurate record keeping and attention to detail	✓		Interview
Confident with public speaking	✓		Ap Form/Interview
Demonstrate a versatile way of working and the ability to use initiative	✓		Ap Form/Interview
Sound organisational skills, ability to plan and prioritise	✓		Ap Form/Interview
Qualities/Values			
Commitment to women-centred and trauma-informed working	✓		
Good understanding of equality, diversity and inclusion	✓		Interview
Capacity for empathy, supportive and approachable	✓		Interview
Resilient, with good professional boundaries	✓		Interview

Other			
Full driving licence	✓		Ap Form
Access to a vehicle during working hours	✓		Ap Form
Willingness to work flexibly (evenings and weekends)	✓		Ap Form
Unrestricted right to work in the UK	✓		Passport

How to apply

Send a copy of the following items by email to Tianne at tianne@kairoswwt.org.uk:

1. An up-to-date CV
2. A completed application form, available at www.kairoswwt.org.uk/work-with-us

Deadline: 9am, Monday 25th November 2019.

Interviews will take place for shortlisted candidates on 28th or 29th November.

If you have any queries, please contact Tianne Peynado at tianne@kairoswwt.org.uk or on 02476 559550.