



## 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

## A Home of Her Own Coventry

Coventry has seen an extraordinary rise in the number of homeless people and in temporary accommodation in the last few years. The recent report 'Home of Her Own' (July 2019) by Women's Budget Group (produced in collaboration with Coventry Women's Partnership) identified that 'for Coventry, as in most of the country, housing benefit is not covering full rents in any of the bedroom entitlements – even for the cheapest rents'. Aside from refuge services for women fleeing domestic violence (which are already oversubscribed), there are currently no women-only accommodation options for females in Coventry.

Working in partnership with Coventry Haven Women's Aid, KairosWWT is leading a project to gain further understanding and evidence of women's housing across the City. The aim of this new project is:

- 1) Provide tailored, direct support to groups for women whom housing services are often hard to access, including rough sleepers, women with multiple/complex needs, BME women, those with no recourse to public funds and/or whose economic circumstances disqualify them from housing-related support, as well as women at risk of homelessness or losing tenancies.
- 2) Reduce number of women rough sleeping or becoming homeless and increase number of women accessing safe, appropriate accommodation & maintaining tenancies
- 3) Increase level of gender and trauma-informed support in Coventry delivered by women's organisations.

This role is the central co-ordinating role for project.

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.

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# Job Description

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**Job Title:** Project Lead - Home of Her Own Coventry  
**Post Salary:** £26,500 FTE (£22,522 28 hours per week)  
**Working hours:** 28 hours per week (Monday to Friday)  
**Reporting to:** KairosWWT CEO  
**Responsible For:** Housing Practitioner(s) -Home of Her Own  
**Contract:** Fixed Term until end of March 2021

Funded by:



## Overview of Post

KairosWWT are recruiting a part time Project Lead 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 role will lead an exciting new project, working in partnership with Coventry Haven's Women Aid, to progress women-centred and trauma-informed housing for women with multiple and complex needs.

## Main Responsibilities

### Project Delivery and Design

1. To plan and manage overall project delivery to ensure required outcomes are achieved
2. To design and embed all aspects of service delivery, including referral criteria for women accessing 1-2-1 support through the project, caseload management and alignment with existing 1-2-1 support provided by Kairos.
3. To line manage and oversee the casework management of Housing Practitioner(s) within KairosWWT and Coventry Haven Women's Aid

### Research and pathway mapping

4. To undertake research and a mapping/pathway exercise to identify existing housing provision for women in Coventry, how women move between services, specific issues/barriers facing them.
5. Work with key partners to design a new pathway for housing provision for women in Coventry

### Increase understanding and knowledge

6. To design gender and trauma informed training package for delivery across Coventry
7. To deliver gender and trauma informed-training to staff across Coventry Women's Partnership members, to Coventry City Council Housing Options team, and other statutory and voluntary agencies delivering services to women who are homeless or at risk of homelessness.
8. To improve knowledge of staff across Coventry Women's Partnership on needs of women with multiple disadvantage and housing referral pathways
9. To collect and disseminate learning, with the aim of influencing change on local and national level

## Partnership Working

10. Increase cross-sector partnership working and learning between voluntary and statutory sectors across Coventry
11. To become a key networked member across the city in relevant multi-agency forums, such as Homelessness Forum and Vulnerable Persons Forum to advocate for needs of women

## General

12. Respond appropriately to disclosures and safeguarding concerns.
13. Further develop partnerships with key stakeholders to promote this service and increase referrals
14. To attend meetings, conferences and training events as required
15. To work flexibly, which may include evenings and occasional weekends
16. To record all contact with service users appropriately, updating records and databases
17. To support the promotion of Kairos WWT and Coventry Women's Partnership
18. To attend regular line management
19. To work in accordance to Kairos WWT values and policies, adhering to confidentiality, equality and diversity and health and safety procedures
20. To perform any other duties reasonably required by the CEO within the scope of the job and grading



Reg Charity No: 1136695

### Person Specification – Project Lead (A Home of Her Own Coventry)

	Essential	Desirable	Measured By
<b>Qualifications and Training</b>			
Relevant Degree or equivalent experience		✓	Ap Form
<b>Experience</b>			
Of working in the housing needs sector	✓		Ap Form
Of planning and undertaking research	✓		Ap Form
Of undertaking planning and undertaking research	✓		Ap Form
Of process / pathway mapping and designing new processes / pathways	✓		Ap Form
Of planning, co-ordinating and facilitating tailored workshops to meet the needs of partner organisations	✓		Ap Form
Of delivering training sessions to different sized groups	✓		Ap Form
Of multi-agency working and attending multi-agency meetings		✓	Ap Form
Of managing a small team		✓	Ap Form
<b>Knowledge</b>			
Excellent level of knowledge of housing systems and relevant legislation	✓		
Working knowledge of current housing pathways and services in Coventry		✓	
Working knowledge of trauma-informed principles and practice and ability to convert into practice	✓		Ap Form/Interview
An understanding of the issues that affect women with complex and multiple needs in relation to housing	✓		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

<b>Skills</b>			
Accurate record keeping and attention to detail	✓		Interview
Excellent interpersonal skills, developing 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
Confident with public speaking and delivering workshops / training	✓		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
Good IT skills, including Word, Excel and IT communications through internet and email	✓		Ap Form
Ability to work independently, proactive and take initiative but remain networked into team communications	✓		Ap Form /Interview
<b>Qualities/Values</b>			
Good understanding of equality, diversity and inclusion	✓		Interview
Capacity for empathy, supportive and person-centred	✓		Interview
Resilient, with good professional boundaries	✓		Interview
High level of commitment to trauma and gender informed working	✓		Interview
Resilient and able to provide critical friend challenge to other organisations	✓		Interview
Confident and able to hit the ground running	✓		
<b>Other</b>			
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

7<sup>th</sup> November 2019

## How to apply

Send a completed application form to Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk)

Application forms are available at [www.kairoswwt.org.uk/work-with-us](http://www.kairoswwt.org.uk/work-with-us)

**Deadline:** 12pm, Friday 6<sup>th</sup> December 2019.

Interviews will take place for shortlisted candidates week commencing 16<sup>th</sup> December 2019

If you have any queries, please contact Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk) or on 02476 559550.