

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 involved 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 KairosWWT (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 an unconditional basis.
- 3) Collaboration – women are co-workers with KairosWWT, 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. KairosWWT 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

Volunteering Positions Available

Evening Outreach and Drop in: Wednesday 7:30pm – 10pm / once or twice a month.

Aim of the role: Volunteers play a vital role in enabling KairosWWT to run a weekly evening outreach and drop in service, which provides essential provisions to women subjected to on street prostitution as well as a safe and warm space for women to access support or a friendly conversation and a hot drink. KairosWWT does a walking outreach, which creates opportunities to build trust and relationships and often is the starting point for referrals into our services. Volunteers will support the set up of the evening drop in at St Mary's church, then walk the streets of Hillfields, providing food and emergency provisions to women, before returning to St Mary's for the evening drop-in. At drop-in volunteers help to create a warm, friendly, safe space for women, talking and making hot drinks. Before leaving, volunteers help tidy and clean the drop in area.

Aspire Warrior Group: Thursday 1.30 – 4.30 / weekly

Aim of the role: Warrior is a support group for women who want to start or are on their journey towards exiting prostitution. The group has different themes and focuses, including learning new skills such as upcycling, improving wellbeing, as well as providing a social space for peer support. Volunteers will do any necessary shopping for the group (paid for by KairosWWT), help set up, cook, provide drinks, monitor the group, tidy, clean and clear away at the end. The volunteer will help create a welcoming, friendly and safe space for women to come and engage in this support group.

Feeling Safe Support Group: Tuesday 1.30 -4.30 / weekly

Aim of the role: The Feeling Safe team support young women 18-24 who have experienced child sexual exploitation and/or are at risk of sexual exploitation. The Feeling Safe Support Group provides an opportunity for young women to build healthy relationships, access peer support, try new experiences, build confidence and self-belief. Volunteers will support with any necessary shopping for the group (paid for by KairosWWT), help set up, support with activities, provide drinks, monitor the group, clean and clear away at the end. The volunteer will help create a welcoming, friendly and safe space for women to come and engage in this support group.

Awareness Raising Sessions: As and when required.

Aim of the role: Awareness Raising is an essential part of what KairosWWT aims to do. Led by the Feeling Safe Team, the Awareness Raising sessions are available for young women at risk of sexual exploitation, as well as professionals and other support organisations. The Awareness Raising sessions may cover specific themes such as grooming, healthy relationships, and also offer information on KairosWWT's services and approach. Volunteers will support with the set up for the session, preparing materials, contacting organisers, delivering the session and following up on feedback and referrals.

Do you have other skills or talents you'd like to offer, such as yoga, IT, knitting, music, beauty, mindfulness. Please get in touch with Hannah Coban, Head of Service Delivery to discuss at Hannah.coban@kairoswwt.org.uk

What KairosWWT will offer you:

- A volunteer induction session to meet staff, other volunteers and learn about KairosWWT.
- Necessary training for your role, including trauma informed practice, safeguarding, professional boundaries, naloxone, first aid and more.
- Supervision from line manager/service lead.
- Opportunities to get involved in fundraising and social events.

Job Description

Job Title: Volunteer

Reporting to: 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.

Main Responsibilities

1. Help to prepare and set up for sessions, drop in, out reach or group. This may include shopping or collecting resources.
2. Help to prepare and serve food and drinks to women who attend.
3. Help to create a warm, welcoming, friendly environment for women to feel safe and supported in.
4. Have client-led, non judgemental conversations with women who access service.
5. Raise any concerns, including safeguarding concerns to a member of staff in a timely manner.
6. Take direction from members of staff and be prepared to respond to incidents which may arise.
7. Help to tidy away, clear up and clean at the end of a session, including kitchen and toilets.
8. Write clear records of interactions, conversations and incidents that occur during sessions.
9. Maintain professional boundaries at all time.
10. Support women to access laptops and make phone call
11. Speak to various audiences about KairosWWT and the work it undertakes.
12. Maintain confidentiality of women supported by KairosWWT

In addition for Awareness Raising Volunteers:

- Prepare materials for group sessions.
- Liaise with professionals to arrange and book sessions.
- Feel confident speaking to groups of women or professionals.
- Follow up on feedback from sessions and always seek to improve on delivery.

General

1. Demonstrate a commitment to KairosWWT's values, aims, principles and mission statement.
2. Deliver and promote a trauma informed and woman-centred approach.
3. Use a non-judgemental, person centred approach and be aware of biases.
4. Respond appropriately to safeguarding related disclosures and to any professional safeguarding concerns, in line with KairosWWT Safeguarding policies, processes and current legislation.

5. Maintain confidentiality and follow KairosWWT confidentiality and data protection policies and procedures.
6. Ensure adherence to all policies including Equality and Diversity and Health and Safety.
7. Maintain professional boundaries at all times.
8. Take an active role in managing personal wellbeing.
9. Work collaboratively and respectfully with the wider KairosWWT team and partners.
10. Ensure all information recorded is accurate and up-to-date, in line with best practice, Kairos WTT policy and in compliance with data protection regulations.
11. Carry out administrative tasks necessary to fill the role.
12. Support the promotion of KairosWWT, develop marketing and promotion materials.
13. Attend and actively participate in regular line management.

Person Specification

	Essential	Desirable	Measured By
Skills			
Excellent interpersonal skills, develop trusting, supportive relationships with appropriate professional boundaries	✓		Ap Form/Interview
Ability to adapt communication style, content, tone of voice and body language to meet the needs of the audience in 1-1 and group settings	✓		Ap Form/Interview
Good IT skills, including Word, Excel and email	✓		Ap Form
Accurate record keeping and attention to detail	✓		Interview
Confident with public speaking to a variety of audiences	✓		Ap Form/Interview
Demonstrate a versatile way of working and the ability to use initiative and problem solve	✓		Ap Form/Interview
Outstanding organisational skills, ability to plan and prioritise multiple tasks, and respond to urgent situations.	✓		Ap Form/Interview
Ability to work flexibly and work well under pressure	✓		Ap Form/Interview
Ability to work independently and as part of a team, taking direction from management when required.	✓		Ap Form/Interview
Qualities/Values			
Commitment to women-centred and trauma-informed working	✓		Interview
Passionate, enthusiastic, creative and driven	✓		Interview
Empathetic, supportive and approachable	✓		Interview
Resilient, with good professional boundaries	✓		Interview
Non-judgemental and inclusive	✓		Interview

How to apply

Send a copy of the following items by email to Hannah Coban, Head of Service Delivery at hannah.coban@kairoswwt.org.uk:

1. A completed application form, available at www.kairoswwt.org.uk/work-with-us

Deadline: Monday 6th September at Midnight

Interviews will take place for shortlisted candidates on week commencing 13th and 20th September 2021.

If you have any queries, please contact Hannah Coban at Hannah.coban@kairoswwt.org.uk or on 02476 559 550.