

## **ASHIANA NETWORK**

**JOB DESCRIPTION:**        **1:1 ADVICE AND GROUP WORKER**

**Employer:**                    **Ashiana Network. A Company limited by guarantee and a registered charity.**

**Job Title:**                   **1:1 Advice and Group Worker**

**Grade:**                      **NJC Scale SO1 Point 29 + Outer London Weighting**

**Reports To:**                **Deputy Director**

**Working Hours:**        **35 hours per week**  
**Overtime will not be paid. Time off in lieu will be granted for any hours worked in excess.**

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### **BACKGROUND:**

Ashiana started operating in 1989 and specialises in helping young women, aged 16 - 30 years, from South Asian, Turkish & Iranian communities who are at risk of domestic violence and sexual violence.

#### **Our Services:**

Ashiana runs three refuges with a total of 20 bed-spaces; two specifically for women aged 16-25 fleeing forced marriage. This multi award winning project is the only service of its kind in the UK and is highly innovative in terms of addressing an area of significant need not met in other refuge provision. We offer an advice and support service to women who are experiencing domestic violence/sexual violence, enabling them to make informed decisions and exit violent relationships. We provide counselling for women and young people affected by domestic violence, sexual violence and harmful practices. We also deliver an education programme for young people in secondary schools in East London aimed at preventing domestic violence and enabling young people experiencing domestic violence to access appropriate services. We deliver a range of awareness raising workshops for young people in the community and training on domestic violence for professionals in the voluntary and statutory sector. We run a youth project to engage young people between the ages of 13-19 who are disadvantaged or at risk of social exclusion in some form of extra-curricular activities. This is part of a pan-

London VGWG (violence against women and girls) consortium and is a London Councils funded post

### **PRIMARY TASK:**

To be responsible, alongside the Management Committee, the Senior Management Team and other workers for the effective running of the Network, in accordance with Management Policy, ensuring that it meets the needs of primarily of BAMER (Black, Asian, Minority, Ethnic, and Refugee) women and girls who have been made homeless as a result of physical, sexual, emotional or mental abuse.

To be responsible for Advocating and advising women and girls who are experiencing, or have experienced domestic violence but are not in refuge accommodation. They will also be responsible for setting up and running groups for young people/adults in specific boroughs.

The postholder will be expected to be sensitive and aware of BAMER cultural and community needs in all aspects of their duties and responsibilities.

### **MAIN DUTIES**

#### **Agencies**

1. To be responsible for establishing and maintaining contacts with relevant statutory and voluntary agencies across relevant London boroughs.
2. To raise domestic violence issues, particularly with regard to BAMER women and girls through Group Work.
3. To advocate and support women through the criminal justice system
4. To ensure that relevant organisations are aware of the provision offered by Ashiana, and to raise the profile of Ashiana's Advocacy and Advice services in the community by producing and distributing publicity materials.
5. To encourage and assist voluntary and other organisations/support groups and individuals, make use of the advice services available at the Network.

#### **Support Groups/Workshops**

6. Set up and facilitate support group sessions for women and girls, these will be 6 week confidence building groups in key boroughs as well as a on-going development groups
7. Provide all facilities and support needs that are appropriate for full engagement by women and girls who join the groups

8. To record and monitor progress of groups and activities
9. To promote the groups widely in particular to all domestic violence partner agencies and take referrals from these agencies.

### **Case Work**

10. To be responsible for co-ordinating work within advocacy and support on behalf of the Network.
11. To undertake specific direct face to face work with women and girls in the community.
12. To provide support, advice and advocacy services to primarily BAMER women and girls in relevant boroughs who are experiencing problems with their families, partners etc. but for whom safe housing is unnecessary, undesirable or inappropriate.
13. To work sensitively with vulnerable women and girls and act as an advocate for them, making others aware of their particular needs.
14. To attend relevant case conferences and meetings held by statutory agencies.
15. To keep accurate hard copy and computerised files, records and data pertaining to individuals and overall service.

### **General**

16. To prepare regular reports for the Management Committee and funders as and when requested by the Senior Management Team.
17. To set up and maintain information, record keeping and monitoring systems in line with agreed practices and procedures.
18. To attend staff meetings, supervision sessions and contribute to the effective management of the Network.
19. To maintain confidentiality in all matters relating to the network and its users.
20. To attend training as and when required.
21. To observe Equal Opportunities, Health & Safety and other policies.
22. To carry out any other duties commensurate with the objectives of the post as requested by the Management Committee or Director.

## **PERSON SPECIFICATION – ADVICE AND GROUP WORKER**

### **EXPERIENCE**

#### **Essential**

- Experience in planning, developing and delivering advocacy, advice and support services, as well as groups.
- At least two years experience of supporting women and particularly those who have experienced domestic violence and sexual violence.
- Experience of multi-disciplinary work including child protection.
- Experience of working with BAMER communities.
- Experience of face to face work with women.

### **KNOWLEDGE**

#### **Essential**

- Knowledge of housing benefits and welfare rights.
- Knowledge of the criminal justice system in relation to domestic violence and family law
- Sound understanding about domestic violence and harmful practices
- Sound understanding of equal opportunities in practice.
- Sound understanding of public policy issues concerning provision for women and girls affected by DV and homelessness.
- Knowledge of child protection legislation.
- Sound understanding of public policy issues concerning provision for single women.

### **SKILLS & ABILITIES**

#### **Essential**

- Counselling skills
- Ability to work sensitively with the Black, Asian, Minority, Ethnic and Refugee communities as a whole, with particular regard to the needs of women and an understanding of their problems.
- Ability to form supportive, professional relationships with women and girls that you will be advocating and supporting.
- Ability to set up and run groups.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to work on ones own initiative.
- Ability to work as a member of the staff team and within a hierarchical structure.

- Ability to participate in and make use of supervision from the Senior Management Team.
- Ability to work within Network policies.

### **Desirable**

- Fluency in at least one of the following languages, preferably, Urdu, Hindi, Punjabi, Gujarati, Bengali, Turkish, Farsi or Arabic.
- Car user

### **AWARENESS**

- An understanding of the issues effecting women, particularly BAMER women.
- An understanding of the impact of discrimination on the lives of BAMER women.
- An understanding of the concept of confidentiality in working at a refuge.
- A commitment to and the promotion of equal opportunities in the provision of the Network's services.
- An understanding of the aims and objectives of the Network and a commitment to them being carried out.

### **CIRCUMSTANCES**

#### **Essential**

- The post requires occasional evening and weekend work.