

## JOB DESCRIPTION

<b>Employer:</b>	<b>Ashiana Network. A Company limited by guarantee and a registered Charity</b>
<b>Post:</b>	<b>VAWG Community Engagement Worker</b>
<b>Reports to:</b>	<b>Operations Manager- Counselling Services</b>
<b>Grade:</b>	<b>NJC Scale Point SO1 Point 29-31 + Outer London Weighting</b>
<b>Working Hours:</b>	<b>21 hours per week Overtime will not be paid. Time off in lieu will be granted for any hours worked in excess.</b>
<b>Annual Leave:</b>	<b>20 days per annum plus public holidays (pro rata).</b>

### **BACKGROUND:**

Ashiana started operating in 1989 and specialises in helping young women, aged 16 - 35 years, from South Asian, Middle Eastern & Iranian communities who are at risk of domestic violence and sexual violence.

### **OUR SERVICES:**

Ashiana runs three refuges with a total of 21 bed-spaces; specifically for women aged 16-35 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. Within these refuges we designate a number of bedspaces for women with no recourse to public funds. We offer an advice and support service to women and girls who are experiencing domestic violence/sexual violence, enabling them to make informed decisions and exit violent relationships. We provide counselling for women and girls affected by domestic violence and sexual violence. 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.

There has been a recognised need for an innovative whole schools approach integrated within a partnership model which offers community engagement and direct pathways to specialist services. This approach builds upon the recent audit undertaken by MsUnderstood which outlined that abuse must be considered in a wider context. Support will therefore be offered to the wider communities surrounding a young person to create a climatic change in attitudes to VAWG.

This is a joint partnership project and is funded by the Home Office, with the primary focus on Community Engagement.

### **PRIMARY TASK:**

The post holder will be responsible, alongside the Management Committee, the Senior Management Team and other workers for the effective running of Ashiana and your designated projects, in accordance with

Management Policy, ensuring that all services meets the needs of primarily BME (Black & Minority Ethnic) women and girls at risk of VAWG.

- ❑ Using a range of practical and creative tools to educate young people about the violence and abuse perpetrated in relationships, challenge attitudes that condone and conceal domestic and sexual violence, as well as addressing harmful practices (HP) such as forced marriage, honour based violence and female genital mutilation.
- ❑ To facilitate and deliver community engagement awareness-raising sessions where needed; delivery will be provided in the preferred language

#### **KEY RESPONSIBILITIES:**

- ❑ Delivering training sessions to all teaching staff on issues related to VAWG and HP
- ❑ Delivery of VAWG prevention training (including specialist training on harmful practices and specific vulnerabilities of young people with learning disabilities and autism)
- ❑ In conjunction with the Lead partner, managing and coordinating the initiation, administration and delivery of Whole School Approach (WSA) and the projects in schools within designated boroughs of London
- ❑ Establishing and maintaining relationships with teachers, youth leaders and borough officers, as well as the wider school community
- ❑ To deliver a range of community engagement activities with the aim of encouraging dialogue and promoting understanding of VAWG issues
- ❑ Meetings with local BME community centres/ groups, women's groups and faith groups to provide information about the service
- ❑ Production and wide dissemination of simple guidance documents of specific forms of abuse and the legislative framework e.g. FM/ FGM legislation, NRPF
- ❑ Attending existing social groups/ events for informal discussions on VAWG in relation to BME women
- ❑ Creation of links with local health centres/ GP surgeries, advice centres, education centres (ESOL classes) e.g. CAB to promote the service and access the wider community. Enable young people to feel supported and to use support services
- ❑ The post holder will be expected to be sensitive and aware of BME cultural and community needs in all aspects of their duties and responsibilities
- ❑ To be responsible for establishing and maintaining contacts with relevant statutory and voluntary agencies across relevant London boroughs
- ❑ To ensure that relevant organisations are aware of the provision offered by Ashiana, and to raise the profile of Ashiana's services in the community by producing and distributing publicity materials
- ❑ To work with the partnership to ensure appropriate and timely implementation and delivery of the project
- ❑ To keep accurate hard copy and computerised files, records and data pertaining to individuals and overall service

#### **GENERAL DUTIES:**

- ❑ To prepare regular reports for the Management Committee and funders as and when requested by the Senior Management Team
- ❑ To set up and maintain information, record keeping and monitoring systems in line with agreed practices and procedures
- ❑ To attend staff meetings, supervision sessions and contribute to the effective management of the Network
- ❑ To maintain confidentiality in all matters relating Ashiana and its service users
- ❑ To attend training as and when required

- To observe Diversity and Equalities, Health & Safety and other Ashiana policies
- To carry out any other duties commensurate with the objectives of the post as requested by the Management Committee or Director

*Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. Ashiana is an organisation responding to complex and challenging issues and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.*

**Employee's Name:**

**Signature of Employee:**

**Signature of Director:**

# Person Specification

## **POST: VAWG Community Engagement Worker**

### **Education & Qualifications**

- Minimum 5 GCSEs (A-C passes) or equivalent, including English and Maths **-(Essential)**

### **EXPERIENCE**

#### **Essential**

- Experience in planning, developing, delivering community engagement activities
- Two years' experience of working within school setting and/or providing prevention work to young people on issues of abuse
- Experience of multi-disciplinary work including child protection
- Experience of working with BME communities
- An understanding of the needs of young people at risk
- Experience of face to face work with women and girls
- Experience of coordinating education projects in schools
- Experience of developing workshops for school settings

### **SKILLS & ABILITY**

#### **Essential**

- Ability to work sensitively with the BME communities as a whole, with particular regard to the needs of women and an understanding of their problems
- Ability to manage and prioritise a complex and varied workload
- Ability to speak to a wide range of audiences on complex issues
- Ability to set up and facilitate groups
- Skilled in delivering training
- Counselling skills
- 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 Ashiana policies

#### **Desirable**

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

### **KNOWLEDGE**

#### **Essential**

- Knowledge of the civil and criminal justice remedies in relation to VAWG
- Sound understanding about VAWG
- Experience of coordinating community engagement projects/activities in schools
- Sound understanding of equal opportunities in practice
- Sound understanding of public policy issues concerning provision for women and girls affected by VAWG and homelessness
- Knowledge of child protection legislation

## **Awareness**

- An understanding of the issues effecting young people, particularly BME groups
- An understanding of the impact of discrimination on the lives of BME women and girls
- An understanding of the concept of confidentiality in working at a refuge
- A commitment to equal opportunities in the provision of the Network's services
- Commitment and understanding of the aims and objectives of the Network
- Experience in planning, developing and delivering advocacy, advice and support services, if applicable
- Experience of working in the voluntary or community sector
- Experience of multi-disciplinary work including child protection
- Experience of working with the BME women and girls
- Knowledge of child protection legislation

## **PROFESSIONAL DEVELOPMENT**

- To attend regular supervision and appraisal meetings
- To keep up to date and to meet identified learning and development needs as appropriate, maintaining professional standards and remaining accredited at appropriate level

## **TEAM WORK & SERVICE DEVELOPMENT**

- To attend and contribute to staff meetings
- To attend and actively participate in other meetings as required, and to take an active role in the planning and development of the Service
- To network and liaise with external agencies as agreed

## **CIRCUMSTANCES**

### **Essential**

- The post requires occasional evening and weekend work