

## JOB DESCRIPTION

<b>Employer:</b>	<b>Ashiana Network. A Company limited by guarantee and a registered Charity</b>
<b>Post:</b>	<b>Female Group Worker</b>
<b>Reports to:</b>	<b>Counselling Services Manager</b>
<b>Grade:</b>	<b>NJC Scale Point 29 + Outer London Weighting</b>
<b>Working Hours:</b>	<b>35 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 - 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 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. 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**

The post holder will be responsible alongside the Management Committee, Senior Management Team and other workers for the effective running of the Network; in accordance with the Management Policy, ensuring that it meets the needs of South Asian, Middle Eastern and Iranian women who have been made homeless as a result of physical, sexual, emotional or mental abuse.

- To be responsible for setting up and running support groups for women in
- Various boroughs in London with an emphasis on VAWG issues

- ❑ Managing and coordinating the booking, delivery and evaluation of violence prevention/education work with young girls in secondary schools
- ❑ Using a range of practical and creative tools to educate young girls about the violence and abuse perpetrated in relationships, challenge attitudes that condone and conceal domestic and sexual violence, and enable young people to feel supported and to use support services
- ❑ The post holder 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**

- ❑ 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 Advocacy and Advice services in the community by producing and distributing publicity materials
- ❑ To encourage and assist voluntary and other organisations/support groups and individuals, make use of the advice services available at the Network
- ❑ To raise domestic violence issues, particularly with regard to BAMER women and girls through Group Work
- ❑ Managing and coordinating the initiation, administration and delivery of Whole School Approach (WSA) and the delivery of Healthy Relationships (HR) projects in schools within designated boroughs of London
- ❑ Delivering practical workshops and training sessions in schools
- ❑ To keep accurate hard copy and computerised files, records and data pertaining to individuals and overall service

### **Main Duties-Support Groups**

- ❑ Set up and facilitate support group sessions for women and girls, these will be 6-8 week confidence building groups in key boroughs as well as a on-going development groups
- ❑ Provide all facilities and support needs that are appropriate for full engagement by women and girls who join the groups
- ❑ To record and monitor progress of groups and activities and add to internal database
- ❑ To promote the groups widely in particular to all domestic violence partner agencies and take referrals from these agencies

### **General duties**

- ❑ To maintain confidentiality in all matters relating to Ashiana Network and its service users
- ❑ To ensure that all Ashiana policies and procedures in your work area are adhered to
- ❑ To observe Ashiana's Equality & Diversity & Health & Safety policies and ensure awareness and integration with all communities in the Boroughs of operation
- ❑ To ensure all meetings and training relevant to your role including CPD as necessary to retain status
- ❑ To carry out any other duties in line with the objectives of the post as requested by the management Committee or Senior Managers
- ❑ Attend regular team meetings and other team commitments and meetings as necessary
- ❑ To carry out other tasks as are reasonably required to help the team to deliver its goals and have a flexible approach to work
- ❑ Provide and Support management with information and other detailed reports as and when necessary
- ❑ To attend regular supervision and appraisal meetings

# Person Specification

## **Post: Female Group Worker**

### **Education & Qualifications**

- University level education-(**Desirable**)

### **EXPERIENCE**

#### **Essential**

- Experience in planning, developing, delivering and evaluating groups to both women and girls
- 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 and girls
- Experience of coordinating education projects in schools
- Experience of developing workshops for school settings
- Experience of coordinating education projects in schools

### **KNOWLEDGE**

#### **Essential**

- Knowledge of housing benefits and welfare rights.
- Knowledge of the criminal justice system in relation to domestic violence and family law
- Knowledge of domestic violence
- 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 & ABILITY**

#### **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 manage and prioritise a complex and varied workload
- Ability to speak to a wide range of audiences on complex issues
- 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 plan, prioritise and organise own work load and meet deadlines
- Ability to problem solve and manage conflict
- Ability to work as an effective team member
- Ability to have an element of flexibility and adaptability
- Ability to relate well and communicate clearly and respectfully with a diverse group of people
- Strong interpersonal skills
- Ability to adhere to Ashiana's policies and a commitment to the aims and principles of Ashiana Network

- Ability to monitor and report against project targets & communicate effectively with funders and stakeholders
- Ability to be analytical
- Ability to obtain and process information
- Ability to work competently with Microsoft Office and EXCEL packages
- Ability to form supportive, professional relationships with clients
- Ability to communicate effectively in English, both verbally and in writing
- Ability to work under pressure and meet deadlines
- Ability to work on own initiative
- Ability to learn new skills
- 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

### **Desirable**

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

### **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
- 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
- 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

## **CIRCUMSTANCES**

### **Essential**

- The post requires occasional evening and weekend work