## VAWG ADVOCATE JOB DESCRIPTION

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| **JOB TITLE** | VAWG Advocate  |
| **SALARY** | £29,439.00 |
| **HOURS** | 35 Hours  |
| **LINE MANAGER** | Assistant Director  |
| **TERM** | Until 31st August 2025 (extension is subject to funding)  |
| **LOCATION** | Greater Manchester, based at Safety4Sisters office.  |

**ABOUT SAFETY4SISTERS**

Safety4Sisters (S4S) is a specialist Black and minoritised by and for women’s organisation based in Manchester. Our aim is to promote the human rights of migrant women experiencing a spectrum of gendered violence by providing a trauma informed, specialist, holistic and integrative programme of support to Black and minoritised survivors with NRPF. Support is underpinned by the following strands of services and activities; culturally competent advocacy, welfare and destitution support, a specialist refuge dedicated to migrant women with NRPF, therapeutic activities, groups and training, social activities, a helpline for both professionals and women, grassroots campaigning, and strategic advocacy.

**JOB PURPOSE**

To provide information, advice, support and advocacy work on all forms of gender based violence faced by migrant women, including forced marriage, rape and sexual abuse, honour based crimes and related issues such as immigration/asylum and no recourse to public funds, matrimonial and children, housing and homelessness, mental health and financial matters. Your casework will focus on women with complex needs.

**MAIN RESPONSIBILITIES**

1. Provide a professional high-­quality VAWG advocacy and outreach service.

1. Undertake casework and advocacy (this will include liaising with relevant professionals and agencies such as solicitors, social workers, police officers etc.)

1. Provide practical support such as accompanying women to appointments and courts, making reports to such agencies or collecting belongings and otherwise taking all necessary steps to ensure the general safety and wellbeing of women and children.

1. Write assessment reports and support letters, and under supervision, help to collect evidence and statements, as well as undertake some basic legal representation.

1. Undertake risk assessments for referral to the Multi-­Agency Risk Assessment Conferences (MARACs)

1. Establish links with key partners [local authority, police, health, schools, etc.] to ensure effective referral routes and information sharing protocols.
2. Assist in the running of the Lotus Hub, including covering the Helpline when required and providing follow on advocacy to Lotus Hub service users.

1. Assist in developing and meeting quality standards in relation to advice and casework. This includes administration and IT systems for advice and casework.

1. Assist migrant women to access immigration advice, and assist in meeting their housing needs.

1. To undertake campaigning and policy work arising from the advice and casework (this may involve some weekend/evening work)

1. Where necessary to assist staff in organising and running support group activities and consultations for women who are isolated and vulnerable due to their experiences of violence and abuse.

1. To publicise and provide S4S services, and attend, contribute and represent the organisation at relevant local meetings or initiatives.

1. To support and mentor the Women’s Council.

1. Follow S4S policies and procedures, and maintain IT and case file management systems.

1. Contribute to S4S record keeping and provide information for monitoring, evaluation, policy, and research and training purposes.

1. Ensure women are referred to S4S projects and activities as required for example, counselling or group work.

1. Be self-­servicing and to assist other workers when required.

1. Undertake any additional duties which will contribute to the smooth running of the S4S services and projects.

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Contribute to the smooth running of the project and activities
2. Assist in maintaining high standards in all aspects of the organisations work; including conduct with colleagues, external agencies and service users.
3. Comply and promote issues of confidentiality, equal opportunities and other policies and procedures of the organisations.
4. Attend supervision, training and staff, management and team meetings when required.
5. Promote equality and diversirty in all aspects of Safety4Sisters work.

## HEALTH AND SAFETY RESPONSIBILITIES

1. Be fully compliant with all Health and Safety legislation.
2. Ensure that your work area is maintained in a clean, safe and tidy manner, all equipment is used safely according to instructions, and work is carried to ensure no risk to yourself, other employees and visitors.

## FLEXIBILITY CLAUSE

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job at the appropriate grade.

This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post. The aim is to improve the quality of service for Black and minoritised women and all matters relating to their well-being.

When necessary, the post holder may be expected to work evenings and weekends. This time can be claimed back as TOIL.

**This post is:**

## subject to Enhanced DBS Disclosure

* **subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for a disclosure to be made to the Disclosure and barring Service for details of any previous criminal convictions.**
* **open to women\* only (\*exempt under the Equality Act 2010 Schedule 9, Part 1).**

**Person Specifications:** Important Information for Applicants

The criteria listed in this Person Specification are all essential to the job.

Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria. If you do not address the criteria fully, you will not be shortlisted. Please give specific examples wherever possible.

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| **CRITERIA**  | **ESSENTIAL/DESIRABLE**  | **METHOD** **OF ASSESSMENT**  |
| **Knowledge/Qualifications** |
| Have knowledge and awareness of issues affecting Black and minoritised migrant women, especially in relation to violence against women, state responses and racism.  | E | Application/Interview  |
| An excellent understanding of domestic violence and other forms of gendered violence.  | E | Application/Interview |
| An understanding of the additional risks and imposed barriers present in the lives of victim/survivors, and how this may compound domestic violence and other forms of gendered violence.  | E | Application/Interview  |
| Relevant qualifications or equivalent experience in a relevant field.  | E | Application/Interview  |
| **Experience**  |
| Have experience of advocacy or casework in a paid or voluntary capacity  | E | Application/Interview  |
| Have experience of working with women, especially Black and minoritised migrant women, in a paid or voluntary capacity  | E | Application/Interview  |
| Have experience of working on a helpline | D | Application/Interview  |
| Have experience of supporting migrant women to regualise their status  | D | Application/Interview  |
| Have experience of liasing with a range of pofessionals and agencies  | E | Application/Interview  |
| Have experience of prepating reports on behalf of service users, preparing progress reports, funding applications or policy submissions | D | Application/Interview  |
| Have experience in carrying out risk assessments and managing risk | E | Application/Interview |
| Have experience of monitoring and evaluation systems/processes | E | Application/Interview |
| **Skills & Ability** |
| Able to demonstrate empathy for the issues and imposed barriers faced by Black and minoritised migrant women  | E | Application/Interview |
| Able to work as part of a team and on own initiative  | E | Application/Interview |
| Able to follow safeguarding procedures  | E | Application/Interview |
| Have excellent written communication skills  | E | Application/Interview |
| Have strong communication skills, being able to communicate with both vulnerable service users and profressionals  | E | Application/Interview |
| Have strong computing skills | E | Application/Interview |
| Able to work effectively under pressure, priortising workload and meeting set deadlines | E | Application/Interview |
| Bi-lingiual/multi-lingual  | D | Application  |
| **Personal Attitude and Commitment** |
| Commitment to Safety4Sisters Black feminist values  | E | Application/Interview |
| To be flexible and adabtle  | E | Interview |
| Have a commitment to shared responsibility in a team context (including covering in cases of emergency) | E | Interview |
| Be willing to undertake general reception, admistration duties if required | E | Interview  |
| Be committed to professional curioirty and development  | E | Interview  |