



**December 2020**

Dear Applicant,

**Women and Girls Network Application Pack for the fixed-term, full-time role of Young Black Women's Sexual Violence Advocate**

This pack includes information about WGN, the fixed-term, full-time role of Young Black Women's Sexual Violence Advocate and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us)

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk) by 10am on Friday 22<sup>nd</sup> January 2021. Interviews will be held (via Zoom) on Wednesday 3<sup>rd</sup> February 2021.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CV's
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the closing date, please assume that your application has not been successful this time.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and Disclosure Barring Service (DBS) checks.

Thank you again for your interest in WGN. We look forward to receiving your application.

Yours sincerely,

**Nicole Walsh**  
**Young Women's Service Manager**



*Empowerment, healing and transformation for women moving on from violence*

## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EVAW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

## **The London Gateway for Sexual Violence Services**

WGN lead the London Gateway for Sexual Violence Services. The project is a collaboration between the four London Rape Crisis Centre's, Survivors UK, Galop, Respond and the Havens..

The Gateway accepts online and telephone referrals from survivors of sexual violence, their supporters and professionals. Once received the survivor is contacted by specially trained 'Navigators' who provide advice on options in accessing support across London. If the survivors chooses, the Gateway can make referrals into any one of the other partner agencies through specially arranged referral pathways. The service is designed to address the difficulties survivors face in finding and accessing specialist support in London.

## **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

## **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

## **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

## **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.

**Young Black Women's Sexual Violence Advocate  
(Female Applicants Only)**

**Starting salary £28,000 per annum | 35 hours per week (full-time)  
Fixed Term until end of March 2022**

**This post will be based in Shepherds Bush (and includes travel across London)**

This is an exciting pilot role established to provide direct and dedicated support to young black women who have experienced or are at risk of sexual violence and abuse. The successful candidate will work with existing structures around the young woman, such as social care, education, youth justice system and the family. They will also provide pro-active, choice-focused advocacy support throughout the criminal justice process where the young woman has or wishes to report to the police. The role will be supported by research and development initiatives that identify and share learning to improve responses to young black women who have experienced sexual violence, abuse and exploitation.

The ideal candidate will be an experienced and self-motivated individual with an in-depth understanding of the specific needs of young black women, including those who have experienced gender based violence. You will deliver holistic, young women and girls centred, individualised care pathways that are gender informed, trauma focused and aimed at addressing the range of advocacy and support needs that young black women may require, within the context of experiences of intersectional oppression. It is intended that the role will focus on young women in Brent but it may also include working with young women in other boroughs covered by Women and Girls Network's Young Women's Services.

You will be well versed in advocating on behalf of young women and girls to multi-agency services to ensure support, protection and choice for the young women and girls you represent thus improving access and response from partner agencies, including criminal justice agencies.

This post is funded by Mayors Office for Policing and Crime.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, minority and ethnic communities.

WGN's employee benefits include: 3% pension contribution, enhanced annual leave, access to CPD and accredited training & an Employee Assistance Programme.

**Completed applications should be emailed to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk)**

**Closing Date for Applications:** 10am on Friday 22<sup>nd</sup> January 2021

**Interviews:** Wednesday 3<sup>rd</sup> February 2021

Please note if you have not received a response to your application within 2 weeks of the closing date you can unfortunately assume your application has not been successful on this occasion.

This post is subject to satisfactory references and DBS check.

WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1

## **Young Black Women’s Sexual Violence Advocate Job Description**

<b>Job Title:</b>	Young Black Women’s Sexual Violence Advocate
<b>Team:</b>	Young Women’s Services
<b>Reporting to:</b>	Young Women’s Services Manager (YWSM)
<b>Hours</b>	Full time (35 hours per week). This role involves regular evening and some weekend work)
<b>Location</b>	Shepherds Bush (and involves travel across London)

### **Young Women’s Team**

WGN’s Young Women’s team supports young women (YW) who have experienced or are at risk of Violence Against Women and Girls (VAWG). This could be as a result of a relationship, abuse in the home, gang violence or exploitation. The service provides advice and advocacy support, group work, outreach and prevention work and training for professionals.

### **Role Description**

This is a new pilot post to support young black women who have experienced or are at risk of sexual violence and abuse. There is currently little research or data available on the experiences of young black women and girls in how they survive, disclose and move forward from experiences of sexual violence or the way in which intersecting oppressions of racism, sexism, ableism and heteronormativity (amongst others) can minimise, deny or exacerbate harm, risk and trauma. This post will help us develop dedicated, independent advocacy support which allows young black women and girls to be truly heard, validated and supported in their journey of surviving and eventually thriving after experiencing sexual violence and abuse.

The advocate will:

- Provide direct and dedicated support to young black women who have been victims or at risk of any form of sexual violence and/or abuse including rape, child sexual abuse, sexual exploitation and sexual harassment;
- Develop an understanding of the specific risks that violence has on the young woman or girl and work with local agencies to ensure robust risk management plans are in place;
- Work with existing structures around the young woman, such as social care, education, youth justice system and the family;
- Provide pro-active, choice-focused advocacy support throughout the criminal justice process where the young woman has or wishes to report to the police;
- Support research associated with the role, so that agencies, funders and others can better understand and respond to how young black women in London survive sexual violence, within the context of intersecting oppressions, and what they require to obtain justice and healing.

The Young Black Women's Sexual Violence Advocate (YBWSVA) will be responsible for:

### **Advice, Advocacy and Support including through the Criminal Justice System**

1. Developing and delivering empowering bespoke packages of support including information, referral, sign-posting, advice and advocacy to a caseload of young black women affected by / at risk of forms of sexual violence in Brent or other boroughs covered by the Young Women's Service (YWS);
2. Addressing the multiple impacts of all forms of sexual violence by working with young women (YW) to identify and address all areas of need including but not limited to mental health, emotional, spiritual, physical, sexual and reproductive health and well-being, social functioning and life skills, housing and immigration;
3. Addressing the multiple impacts of violence against women and girls (VAWG) by working with YW to develop and enhance self-protective factors including but not limited to self-esteem, confidence and safety planning skills;
4. Providing impartial, young woman led and accurate information on reporting to the police and supporting young women and girls (YWG) through the criminal justice process from report to court and post-trial as necessary;
5. Informing and advocating for young black women and girls rights and entitlements in the criminal justice system and acting as the Single Point of Contact (SPOC) when requested whilst maintaining confidentiality;
6. Supporting YWG to make Victim's Right to Review requests, and access other remedies, with support from legal professionals where possible;
7. Providing information and support in relation to Criminal Injuries Compensation;
8. Operating within legal and professional boundaries at all times, and ensure a thorough understanding of the legal limitations of the role;
9. Working in partnership with WGN's Independent Sexual Violence Advocacy, sharing and strengthening practice in providing intersectional, survivor-led criminal justice system support.

### **Safeguarding**

1. Maintaining confidentiality for YW, in line with WGN's Safeguarding Policy;
2. Assessing safeguarding concerns and to discuss these concerns with appropriate safeguarding leads and to take appropriate and timely action as required by WGN's safeguarding procedure;
3. Work alongside YWG's to maximize self-protective strategies to ensure stability, manage risk and establish wellbeing;
4. Supporting the YW through this process where appropriate and to ensure that they are kept informed at all times;
5. Equipping YW with information, skills and resources they need to make informed choices, access services, access their rights and to have their voices heard;
6. Understanding the nuanced nature of risk assessment and risk manifestation and work with YW and local agencies to develop a shared understanding of risk and negotiate robust risk management plans to maximise external protective factors;
7. Utilising a multi-agency approach, working with voluntary and statutory professional networks surrounding the young woman, including social care, education, youth justice services, police, etc.;

8. Providing expert contributions to relevant multi-agency child safeguarding systems and forums including child protection conferences and Child Sexual Exploitation strategy meetings.

### **Voice**

1. Working in partnership with YW to co-produce resources and programmes, providing platforms for YW voices to be heard;
2. Working in partnership with other members of WGN's Young Women's Team, encouraging and engaging YWG's in WGN's 'Experts by Experience' platforms for their voices to be heard, and to influence and inform service delivery.

### **Widening Access**

1. At all times working within an intersectional framework, considering the diverse and sometimes conflicting needs of young black women across all protected characteristics, tailor the service to widen access and ensure individual and community needs are met;
2. Ensuring all groups of young black women and girls are aware of the service, feel welcomed and confident their needs will be met;
3. Adapting and tailoring resources and forms for YWG to ensure they are able to access and feel confident using the service.

### **Monitoring / Evaluation and Data Management**

1. Maintaining accurate and confidential records of all work undertaken in keeping with the standards of the role, organisational policies and procedures and legislation;
2. Maintaining monitoring and evaluation systems and reporting on a quarterly basis as required;
3. Support the development and maintenance of monitoring and data management systems associated with research and evaluation activities.

### **Strengthening Practice**

1. Actively contributing to the development and creation of a trauma-informed working environment and a feminist ethos of care and support;
2. Developing and sharing good practice with other professionals and contributing to the development of service policies, protocols, guidelines and strategies within the area of practice in collaboration with YWSM and WGN's Senior Leadership Team;
3. Developing and maintaining working knowledge of local services, strategies and guideline procedures in relation to YW;
4. Developing and maintaining updated working knowledge of relevant legislation including but not limited to social welfare, child rights, criminal and civil law and immigration.
5. Supporting research associated with the role to capture unmet need, gaps in service provision and highlight the issues that young black women face after experiencing sexual violence.

## **General Duties**

1. Working in line with WGN's ethos, values, aims, objectives, policies and procedures at all times, promoting empowerment and modelling anti-oppressive and anti-discriminatory practices;
2. Striving to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation;
3. Following procedures and protocols agreed with partners to ensure the health and safety of clients;
4. Taking all possible steps to ensure the safety and confidentiality of service users, team members and stakeholders;
5. Attending and make best use of support and supervision sessions and training;
6. Actively contributing to WGN and YW team meetings;
7. Sharing contacts, information and expertise to build a strong team and enhance the knowledge base of WGN;
8. Be self-servicing and working flexibly as a member of the team;
9. Carrying out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation;
10. Due to the nature of the client group, regular evening work and occasional weekend work are key requirements of this role.
11. Be prepared to travel within and across London if required.

## **Variation Clause**

Women and Girls Network reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter any of the terms and conditions of employment

## **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 outlined above and / or outside of specified working hours. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

## **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1



## **Young Black Women's Sexual Violence Advocate (Female Applicants Only) - Person Specification**

### **Requirements- Essential (E) and Desired (D) and Lived Experience Considered (L) <sup>1</sup>**

#### **Experience**

1. Relevant experience working with girls and young women (YW) who are at risk of, or who have experienced sexual violence **E/L**
2. Engaging YW from diverse communities in the take-up of service provision **E/L**
3. Experience of developing and delivering interventions aimed at increasing self-esteem, promoting awareness and understanding of the issues that impact on YW, improving self-care strategies and increasing support mechanisms **E/L**
4. Developing and maintaining non-dependent, respectful and empowering professional relationships with individual YW **E/L**
5. Experience of managing a diverse and complex caseload and providing young woman led advice, support and advocacy **E/L**
6. Multi-agency working: Delivering projects in conjunction with partners from voluntary, statutory and public sector **E/L**
7. Experience of working alongside criminal justice agencies, (eg youth offending services or probation) **D**

#### **Knowledge**

1. Understand the causes and impacts of sexual violence and how the impacts on YW's lives **E/L**
2. Understand the theory of intersectionality and how this impacts on young women's experiences, including their routes to accessing justice **E**
3. Understand the issues, challenges and barriers faced by YW from diverse communities and backgrounds in accessing appropriate support **E/L**
4. Working knowledge of policy, legislation and services relevant to YW who have experienced gendered violence **E/L**
5. Working knowledge of the criminal justice system in relation to sexual offences **D/L**
6. Working knowledge of relevant safeguarding legislation and practice **E/L**
7. Understand how to maintain productive partnerships between voluntary and public sector agencies **E/L**

#### **Attitude**

1. Commitment to work within WGN's values, ethos, principles and policies to actively challenge discrimination and oppression **E**
2. Motivated to work towards ending violence against women and girls **E**
3. Willingness and ability to critically reflect on and develop own practice **E**
4. Desire to take responsibility for your own learning, and contribute to the learning of others (individually, collectively and organisationally) **E**

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<sup>1</sup> Applications from young women with lived experience of accessing services will be considered where applicants can demonstrate knowledge and skills developed through their experiences of accessing (rather than delivering) services.

## **Skills / Abilities**

1. Ability and aspiration to work within a feminist framework **E**
2. Ability to deliver creative and meaningful interventions and services that engage, motivate and effect change in YW's lives **E/L**
3. Ability to communicate effectively in writing and verbally with YW, partner agencies and stakeholders; Skill to write updates and reports for internal use and funders **E/L**
4. Ability to plan, manage and prioritise and contain workload; to meet deadlines and monitor and meet project targets (outputs and outcomes) **E**
5. Ability to maintain confidentiality **E**
6. Ability to contribute to the project's and WGN's development through active participation in team and organisational meetings **E**
7. To be self-starting, work autonomously with support from a distance and to remain accountable to WGN and the team through regular distance reporting **E**
8. Competency in the use of IT, including Word, Excel, Outlook and databases **E**
9. Ability and willingness to regularly work evenings and occasional weekends as required for this specific role **E**