



April 2021

Dear Applicant,

Women and Girls Network Application Pack for the role of Community Development Worker (Sexual Violence Services)

This pack includes information about WGN, the full-time role of Community Development Worker and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-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 by: 10am on Thursday 6th May 2021. Interviews to be held on Wednesday 19th May 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
- CVs
- 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 to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

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

Yours sincerely,



Lucy Hayton
West London Rape Crisis Centre Manager



Empowerment, healing and transformation for women moving on from violence

Women and Girls Network Information for Applicants

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 30th birthday in 2017.

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

Further information about WGN can be found by visiting 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 Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse 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.

Community Development Worker - Sexual Violence Services **(Female Applicants Only)**

Starting Salary £28,000 per annum, 35 hours per week (full-time)

This role will initially be on a remote-working basis, changing to office-based (in Hammersmith and Fulham and involving travel across London) when circumstances allow and as required by WGN's services.

Women and Girls Network (WGN) is looking for an experienced and dynamic practitioner to lead on developing a comprehensive community development and outreach strategy for our Rape Crisis Service.

This exciting role will develop relationships with local communities with an aim to raise awareness about sexual violence and workshops / groupwork and improve access to services.

The Community Development Worker will also play a pivotal role in engaging with survivors as Experts by Experience, supporting them to shape and develop sexual violence policy and practice within WGN and externally. The successful post holder will be responsible for delivering training and support to professionals across sectors to promote best practice interventions.

This is a fast-paced role, delivered through an intersectional feminist framework, offering a unique opportunity for a highly skilled, dynamic practitioner to play a central role in leading, developing and shaping an effective outreach and community development strategy, to improve responses, access and support for survivors of sexual violence.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Scheme.

This role is funded by NHS England and MOPAC.

For further information and to download an Application Pack please visit

www.wgn.org.uk/support-us/work-us

Completed applications should be emailed to humanresources@wgn.org.uk

The closing date for application is 10am on Thursday 6th May 2021.

Interviews to be held on: Wednesday 19th May 2021.

If you do not receive 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 a DBS check.

WGN is an equal opportunities employer.

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

Community Development Worker – Job Description (April 2021)

Job Title	Community Development Worker
Team	West London Rape Crisis
Reporting to:	Rape Crisis Centre Manager
Location:	Shepherds Bush and involves travel across West London

Overall Job Purpose

The overall aim of this role is to increase understanding and promote awareness of sexual violence (SV) within communities as well as offer support to those who have experienced SV through outreach and group work. The purpose of the role is also to engage with survivors of sexual violence as experts by experience and support them to act in an advisory capacity for both policy and practice. The role will involve developing and delivering training to frontline professionals with an aim to improve responses to survivors as well as enhance good practice within an intersectional, trauma-informed framework.

Service Delivery - Workshop and Group Facilitation

- a) To deliver all aspects of the work within the Women and Girls Network (WGN) framework with reference to safety, intersectional, trauma-informed and gender responsive approach rooted in a philosophy of empowerment.
- b) To develop and deliver group work programmes to women who have experienced / or at risk of sexual violence.
- c) To develop and deliver issue based prevention and awareness raising workshop programmes that empower women specifically around sexual violence.
- d) To provide information and raise awareness of the impact and potential life span legacy of SV to target outreach audiences.
- e) To share information on the impact and potential life span legacy of SV and enhance women's understanding of the criminal justice process, survivor's rights and available support services.

Training – enhancing professional engagement and responses to sexual violence

- a) Deliver a variety of training packages to supporters and professionals. Training programmes will share good practice from a trauma informed, intersectional framework, incorporating cultural safety and competency to ensure organisational responses actively reduce barriers to access and support inclusion to services.
- b) To specifically target first responder professionals to enhance their capacity to provide efficacy in their support to survivors impacted by SV.
- c) In collaboration with WGN's training service, to create advanced accredited training packages aimed at managers and senior practitioners covering themes such as implementing a trauma informed approach and evidence based practice responses and interventions working with survivors.
- d) To develop new training activities and resources including professional exchange seminars and on-line materials to support professionals. To co-develop and deliver training with an expert advisory group.

Experts by Experience

- a) To develop effective ways to ensure survivor participation and activism through strategies that promote and amplify survivors voice developing creative and dynamic spaces and survivor participation.
- b) To co-develop and deliver Experts by Experience training for survivors
- c) To develop varied routes and involvement in different activities to ensure the voice and influence of survivors is integrated throughout the project and WGN's work.
- d) To support survivors to develop the skills and competencies required to enable co-production and active participation on an advisory board.
- e) To ensure the advisory group's involvement in organisational reviews, evaluations and research as well as wider voice representation in consultations related to sexual violence.
- f) To ensure the advisory group works collaboratively with other WGN wide experts by experience initiatives and in partnership with the three other London Rape Crisis Centres (RCC) to create a vibrant and dynamic pan London Sexual Violence Survivor's Advisory Group.

Service Promotion

- a) Develop the service profile and visibility, identifying key partners and opportunities for service promotion and interagency working.
- b) Oversee the delivery of outreach for the project and undertake presentations at key events and forums.
- c) In collaboration with the advisory group to develop and distribute promotional materials.
- d) To be involved in engagement with digital and social media platforms to promote the project and its work.

Service Monitoring and Evaluation

- a) Ensure compliance with WGN's data processes including General Data Protection Regulation (GDPR).
- b) Ensure data collection meets monitoring and evaluation requirements.
- c) Produce, quarterly service updates and six monthly monitoring reports, which comply with funder requirements.
- d) To develop and implement data collection procedures that support an evidence base of survivor experience, need and service demand.
- e) Support project evaluation activities.

Service Development

- a) Analyse survivors' data and feedback, capturing unmet needs and identifying gaps in service provision to inform and enhance the development and responsiveness of the service.
- b) To work closely with the Rape Crisis Manager to identify and develop innovative service users' involvement and project evaluation methods and strategies.

General

- a) At all times to work to WGN's values and ethos and maintain an inclusive and non-oppressive environment for team members and service users.
- b) Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- c) Take all possible steps to ensure the safety and confidentiality of service users, team members and stakeholders in accordance with GDPR and other data protection legislation.
- d) Attend and make best use of support, supervision sessions and training.



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- e) Be self-servicing and work flexibly as a member of the team and WGN.
- f) Avoid any action that may cast WGN and / or its activities into disrepute
- g) Carry out duties appropriate to the role that are necessary for the delivery of this project and the effective functioning of the organisation.
- h) Due to the nature of the project, occasional evening work is a requirement of this role.

Variation Clause

WGN reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter 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

Community Development Worker – Person Specification (March 2020)

Requirement	Assessed By
1.0 Experience	
1.1 Experience in the Violence Against Women and Girls (VAWG) sector or working on issues relating to sexual violence and abuse.	Application, Interview & Test
1.2 Experience of developing and delivering dynamic workshop / community programmes. .	Application, Interview & Test
1.3 Experience of design, development and delivery of training and workshops to a range of professional audiences.	Application, Interview & Test
1.4 Experience of engaging and working with marginalised communities.	Application, Interview & Test
1.5 Experience of project monitoring and evaluation including data collection, monitoring of outcomes and writing reports.	Application and Interview
1.6 Experience of representing a project at meetings and forums.	Application, Interview
1.7 Experience of a broad range of facilitation skills including integrating creative arts.	Application & Interview
2.0 Knowledge	
2.1 An in depth knowledge of the gendered impact of sexual violence, and the issues facing survivors.	Application Interview
2.2 An in depth working knowledge and understanding of the options available to survivors who are experiencing sexual violence; including up to date knowledge of relevant legislation, policies and best practice.	Application Interview
2.3 An in-depth knowledge of the issues, challenges and barriers faced by women from diverse communities and backgrounds in accessing appropriate support.	Application Interview Test
2.4 Knowledge of principles and best practice supporting experts by experience / advisory panels	Application Interview Test
2.5 Strong IT literacy with knowledge of Microsoft Outlook, Word and Excel.	Application Interview Test
2.6 Knowledge of data protection legislation and requirements.	Application Interview
3.0 Skills & Abilities	
3.1 Ability to engage with diverse audiences and create safe, dynamic, empowering spaces to explore complex themes regarding sexual violence.	Application Interview Test

Requirement	Assessed By
3.2 Ability to plan, manage, prioritise and contain workload; to meet deadlines and monitor and meet project targets.	Application Interview
3.3 Competency in the use of IT, including Word, Excel, Outlook and databases	Application Interview
3.4 A high level of written, verbal and numeracy skills.	Application Interview
4 Attitude	
4.1 Hold an uncompromising analysis of gendered violence in all its forms, and commitment to challenging social attitudes and structures, which result in the prevalence of sexual violence and all forms of violence against women and girls.	Application Interview
4.2 Commitment to working within a feminist, intersectional framework, ensuring inclusion and diversity are at the heart of all services offered and to work within WGN's values, ethos, principles and policies	Application Interview
4.3 Willingness and ability to critically reflect on and develop own practice	Application Interview
4.4 Desire to take responsibility for your own learning, and contribute to the learning of others (individually, collectively and organisationally)	Application Interview
5 Other	
5.1 To be able to work evening shifts if required.	Application