



**April 2021**

Dear Applicant,

**Women and Girls Network Application Pack for the fixed-term, full-time post of Sexual Violence Caseworker**

This pack includes information about WGN, the role of fixed-term, full-time post of Sexual Violence Caseworker 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 Wednesday 19<sup>th</sup> May 2021. Interviews will be held (via Zoom) on Tuesday 1<sup>st</sup> June 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,



**Tal Rosenzweig**  
**Advice Service and Helplines 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 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.

## **Sexual Violence Caseworker (Female Applicants Only)**

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

**Fixed-Term until 31<sup>st</sup> of March 2022 (with potential extension dependent on funding)**

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

As part of a new pilot sexual violence casework project that will support survivors of sexual violence in London, Women and Girls Network is looking for an experienced and dynamic practitioner to play a pivotal role in developing and delivering an innovative practical and emotional support provision.

The Sexual Violence (SV) Caseworker will work alongside women and girls, providing medium and long-term practical, emotional and advocacy support, amplifying survivors' voices and creating a non-judgemental and validating space where they are free to be their authentic selves. The SV Caseworker will ensure survivors are able to fully explore their rights, options and entitlements safely, and make informed choices about their future. The SV Caseworker will manage a caseload, as well as provide one off advice sessions for survivors requiring immediate support.

Working from a woman-centred, trauma-informed and survivor-led integrated approach the SV Caseworker will provide individualised care pathways that are rooted in empowerment and good practice. The work will be delivered through a commitment to an intersectional, anti-oppressive, Black-feminist framework that strives to address additional barriers and meet the diverse range of survivors' needs, whilst understanding and responding to each survivors individual support needs.

The successful candidate will have specialist knowledge in sexual violence, have frontline experience of supporting survivors and be able to provide holistic support that is effective and transformative. They will be an exceptional communicator, have strong IT skills and the ability to work effectively independently as well as part of a team within a fast paced role.

This is a unique opportunity for an exceptional practitioner to join one of the leading specialist support services within the women sector, and play a pivotal role in the development and delivery of this pilot project. If you have the required skills and want to be part of this unique pilot project, we would love to hear from you!

WGN's employee benefits include: 3% pension contribution, generous annual leave entitlement, clinical supervision, access to accredited training and development opportunities & an Employee Assistance Programme.

This post is funded by the Mayor Office for Policing and Crime (MOPAC).

**Please visit [www.wgn.org.uk/join-us/jobs](http://www.wgn.org.uk/join-us/jobs) to download an application pack. Applications should be emailed to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk).**

**Please note, we reserve the right to close or extend this position depending on application numbers. Therefore candidates are encouraged to submit an application as soon as is possible.**

**Application deadline:** 10am on Wednesday 19<sup>th</sup> May 2021

**Interview date:** Tuesday 1<sup>st</sup> June 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 Enhanced DBS Check.

WGN is an equal opportunities employer. This post is exempt under the Equality Act 2010, Schedule 9 Part 1.

## **Sexual Violence Caseworker – Job Description**

<b>Job Title:</b>	Sexual Violence Caseworker
<b>Team:</b>	Advice Service
<b>Reporting To:</b>	Advice Service and Helplines Manager
<b>Responsible For:</b>	No direct line management responsibility. However an ability to manage one’s own time and projects and multiple deadlines is essential.
<b>Location:</b>	This role will initially be on a remote-working basis, changing to office-based in Hammersmith and Fulham and Ealing and involving travel across London) when circumstances allow and as required by WGN’s services
<b>Hours:</b>	Full-time (35 hours per week) and involves some evening work on a rota basis
<b>Contract:</b>	Fixed-Term until 31 <sup>st</sup> March 2022

### **Job Purpose**

The Sexual Violence (SV) Caseworker will provide emotional and practical support to survivors of sexual violence, which will include long and short-term interventions and advocacy support. The SV Caseworker will ensure survivors are aware of their rights, options and entitlements, and support them in accessing key services such as housing, health, education and therapeutic support.

The SV Caseworker will work within an intersectional Black-feminist approach within a wider social-justice framework, delivering survivor-led, strength-based and trauma-transformed support; working alongside survivors to amplify their voices and support them on their journey towards a full and sustainable recovery. The SV caseworker will contribute to a culture that values and respects diversity, learning and development, striving for quality and best practice at all times.

### **1. Service Delivery**

#### 1-2-1 Casework:

- a) To hold and effectively manage a caseload of women and girls who require ongoing support around issues relating to sexual violence.
- b) To advocate on behalf of survivors, supporting them in liaising with statutory and
- c) voluntary agencies, ensuring their voice is heard and needs are met. This will include challenging statutory services decisions and actions to ensure the rights of survivors
- d) are promoted and protected.
- e) To provide survivors of SV with information and advice about their rights and
- f) options, providing non-judgmental, anti-oppressive and holistic support within an empowering framework; enabling women and girls to make informed choices and decisions regarding their safety and to regain control over their lives.
- g) To enable survivors of sexual violence and abuse to understand and access their rights, options and entitlements, including accessing criminal and civil justice outcomes.
- h) To develop individualised action and support plans with survivors to address their emotional and practical needs.

- i) To ensure survivors' voice are at the heart of service delivery, and that the support offered is; survivor-led, trauma-informed, strengths based and promotes resilience.
- j) To respond to emergency and crisis situations effectively, arranging short-term provision such as hardship payments, food, crisis mental health support and access to emergency accommodation, as well as longer-term solutions.
- k) To support survivors in establishing and enhancing the positive social and support systems around them.
- l) To maintain accurate and timely client case notes and records, ensuring adherence to confidentiality and the highest standards of data protection.

### Advice and Consultation

- a) Provide one-off and short-term support to survivors of sexual violence who are identified as requiring further advice on areas such as housing, child arrangement related matters, benefits, education, social services and other practical issues affecting their safety and recovery.
- b) To signpost and refer survivors to specialist organisations to support their needs such as housing, legal, health, education etc. and supporting them in their interactions with these services.
- c) To provide an empathetic and non-judgmental responses to survivors, ensuring they feel heard, believed and understood.
- d) Devise effective safety plans with survivors who access advice and consultation, providing a comprehensive and detailed summary of support and safety options.

## **2. Safeguarding and Risk Management**

- a) To understand the nuanced nature of risk assessment and risk manifestation, effectively working with survivors to develop interventions which are client-centred and are based on enhancing and developing internal and external protective factors.
- b) To appropriately identify, record and respond to safeguarding and risk related concerns, ensuring relevant WGN policies and procedures are followed.
- c) To ensure all high risk domestic violence cases are referred to the appropriate local Multi Agency Risk Assessment Conference (MARAC), or other relevant local agencies / forums and represent cases in these forums when required

## **3. Partnership Working, Service Promotion and Service Development**

- a) To work as part of a team, taking an active part in the creation and fostering of a collaborative, productive and supportive work environment, where professional growth, development and successes are enabled and celebrated.
- b) To develop links and effective partnerships with external organisations working in the fields of immigration, destitution, housing and child welfare. Maintaining an up-to date knowledge of policy and services.
- c) To effectively work in a multi-agency setting, carrying partnership work with a wide range of services, striving towards achieving the best possible outcome for survivors of sexual violence.
- d) To work with peers internally and within similar organisations to share best practice.

- e) To be involved in the analysis of client data to capture unmet needs, identify gaps in service provision and enhancing it the service accessibility and responsiveness.
- f) To support the Advice Service and Helplines Manager in identifying opportunities for services development and working creatively as part of the team to develop and evolve the Advice Service, ensuring it stays dynamic in meeting SV survivors' needs.
- g) To take an active part in the training of new volunteers. Providing volunteers with
- h) support and guidance throughout shadowing shifts on the Advice Line and Sexual Violence Helpline, enabling them to effectively support survivors of VAWG who access the service.

#### **4. General Responsibilities**

- a) Acting in accordance with WGN's policies and procedures at all times.
- b) To be responsible for administrative functions associated with the role, including accurate record keeping and filing, safeguarding and data protection procedures.
- c) At all times to work to WGN's values and ethos and maintain an empowering, inclusive and non-oppressive environment for survivors and team members.
- d) Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- e) Take all possible steps to ensure the safety and confidentiality of survivors, team members and stakeholders in accordance with GDPR and other data protection legislation.
- f) Attend and make best use of support and supervision sessions and training.
- g) Be self-servicing and work flexibly as an effective member of the team.
- h) Share contacts, information and expertise to build a stronger team and enhance the knowledge base of the service and WGN.
- i) Work evenings and weekends as required by the post and service.
- j) Avoid any action that may cast WGN and / or its activities into disrepute.
- k) Carry out any other duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.

Please note this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other training service related tasks is essential.

#### **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

## Sexual Violence Caseworker - Person specification

Requirement		Assessed By
<b>1.0</b>	<b>Experience</b>	
1.1	Direct and demonstrable experience of advice and advocacy work with vulnerable clients in a support service, providing interventions which are client-led and rooted in best practice.	<b>Application Interview</b>
1.2	In-depth working knowledge and experience of assessing and responding to needs, risk and safeguarding concerns.	<b>Application Interview</b>
1.3	Experience of organising and prioritising a complex workload, managing multiple work priorities.	<b>Application Interview</b>
1.4	Experience of working in a multi-agency setting, carrying partnership work with a wide range of statutory and voluntary agencies.	<b>Application Interview</b>
1.5	Experience of effectively working with diverse client groups.	<b>Application Interview Test</b>
1.6	Experience of communicating clearly, concisely, diplomatically and appropriately with a wide range of audiences, both verbally and in writing.	<b>Application Interview Test</b>
<b>2.0</b>	<b>Knowledge</b>	
2.1	An in depth understanding of the impact of experiences of sexual violence and VAWG on women and girls.	<b>Application Interview</b>
2.2	In depth knowledge of the barriers survivors of SV face in accessing support.	<b>Application Interview</b>
2.3	An in depth understanding of the additional barriers women and girls from black and minoritised communities may face in accessing support.	<b>Application Interview</b>
2.3	An in depth working knowledge and understanding of the options available to women and girls who are experiencing SV and VAWG; including up to date knowledge of relevant legislation, policies and guidelines relating to immigration, housing and homelessness, welfare benefits and health services.	<b>Application Interview</b>
2.4	An in depth understanding of gendered analysis of VAWG within an intersectional-feminist and wider social justice framework.	<b>Application Interview</b>
2.5	IT literacy with knowledge of Microsoft Outlook, Word, Excel and Access and databases (DPMS desirable).	<b>Application Interview Test</b>
<b>3.0</b>	<b>Skills &amp; Abilities</b>	
3.1	Excellent advice and advocacy skills, both in person and on the telephone (experience of providing support via online platforms is desirable).	<b>Application Interview</b>
3.2	Ability to deliver creative and meaningful interventions and services that engage, motivate and effect change in women and girls' lives.	<b>Application Interview</b>

<b>3.3</b>	Ability to manage competing work priorities in a high-pressured environment whilst maintaining the highest standards of service delivery.	<b>Application Interview</b>
<b>3.4</b>	Ability to effectively interact and positively communicate with a range of professionals in a variety of settings, including the ability to challenge when required.	<b>Application Interview</b>
<b>3.5</b>	Ability to reflect on own practice and identify areas for own professional development.	<b>Application Interview</b>
<b>3.6</b>	The ability to be responsive to changing practice and develop innovative interventions.	<b>Application Interview</b>
<b>3.7</b>	Ability to work flexibly and effectively as a member of a busy service team.	<b>Application Interview</b>
<b>3.8</b>	Ability to manage sensitive information confidentially.	<b>Application</b>
<b>3.9</b>	A high level of written, verbal and numeracy skills.	<b>Application Interview Test</b>
<b>4</b>	<b>Personal Qualities</b>	
<b>4.1</b>	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 violence against women and girls.	<b>Application Interview</b>
<b>4.2</b>	Commitment to working within a Black-feminist, intersectional framework, ensuring inclusion, diversity and equity are at the heart of all services offered.	<b>Application Interview</b>
<b>5</b>	<b>Other</b>	
<b>5.1</b>	To be able to work some early evening shifts on a rota basis.	<b>Application</b>
<b>Desirable</b>		
	Relevant VAWG sector qualification (ISVA and/or IDVA) qualification	
	Experience of working within the VAWG sector	

This post is subject to an enhanced vetting and barring check.