



**June 2022**

Dear Applicant,

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

This pack includes information about WGN, the role of Community Engagement Worker (Sexual Violence Services) and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://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](mailto:humanresources@wgn.org.uk) by 9am on Friday 15<sup>th</sup> July 2022 (please note, we reserve the right to close or extend this position depending on application numbers, which will be considered as they are received, and once this position has been successfully filled. Therefore we would encourage interested candidates to submit an application as soon as possible).

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 date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

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 a DBS check.

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

Yours sincerely,

**Aneta Mularczyk**  
**Rape Crisis Centre 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, EAWW 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.



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

**Starting Salary £28,000 per annum, pro-rata | Part-time (21 hours per week) | Permanent**

This role will initially involve regular office based (South & West London) work as well as travel across London and community based and remote working. It is anticipated that this will evolve overtime in line with Service User and organisational requirements.

Women and Girls Network (WGN) are looking for an experienced and dynamic practitioner to lead on developing a comprehensive community development and outreach work for our West London Rape Crisis Service. This exciting role will develop relationships with local communities and professionals with an aim to raise awareness about sexual violence, improve communities and professionals' responses as well as to improve access to services for survivors. This work will be carried out through a variety of activities such as briefings, workshops, trainings, workshops and other means.

WGN's Community Engagement 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 the charity as well as externally.

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

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

**For further information and to download an Application Pack please visit [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us). Completed applications should be emailed to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk) by 9am on Friday 15<sup>th</sup> July 2022.**

Please note, we reserve the right to close or extend this position depending on application numbers, which will be considered as they are received, and once this position has been successfully filled. Therefore we would encourage interested candidates to submit an application as soon as possible.

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, and Part 1.

**Community Engagement Worker (Sexual Violence Services) – Job Description**

<b>Job Title</b>	Community Engagement Worker (Sexual Violence Services)
<b>Team</b>	West London Rape Crisis
<b>Reporting to:</b>	Rape Crisis Centre Manager
<b>Location:</b>	This role will initially involve regular office based (South & West London), as well as travel across London and community based and remote working. It is anticipated that this will evolve overtime in line with Service User and organisational requirements

**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 with professionals within voluntary and statutory sector. This role will include a delivery of a wide range of activities in varied formats, such as workshops, community events, outreach work, briefings and webinars.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

**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) Jointly with Community Engagement Lead co- 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) Jointly with the Community Engagement Lead co-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) Jointly with the CEW lead 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) 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 Community Engagement Lead and 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.
- 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) Ensure that safeguarding matters are at all times appropriately addressed and organisational policies and procedures always followed
- i) 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 Engagement Worker (Sexual Violence Services) – Person Specification**

<b>Knowledge and Experience</b>	Experience of engaging and working with a wide variety of communities including marginalised communities
	Experience of design, development and delivery of training and workshops to a range of audiences including voluntary sector agencies, community groups and professionals and experience of a broad range of facilitation skills
	Experience of project monitoring and evaluation including data collection, monitoring of outcomes and writing reports
	Experience of representing a project at meetings and forums
	Experience of co-producing programmes with service users
	Demonstrable track record of combating discrimination and actively promoting equality and good diversity practice
	A clear understanding of the impact of sexual violence on survivors and society
	Knowledge of the issues, challenges and barriers faced by women from diverse communities and backgrounds in accessing appropriate support
	Working knowledge of policy, legislation and services relevant to survivors of sexual violence, including the criminal justice system
	Knowledge of principles and best practice supporting experts by experience / advisory panels
	Knowledge and understanding of safeguarding legislation and practice
	Knowledge and understanding of the GDPR principles
<b>Skills and Abilities</b>	Ability to engage with diverse audiences and create safe, dynamic, empowering spaces to explore complex themes regarding sexual violence
	Ability to communicate and maintain relationships with a wide range of voluntary and statutory agencies and community groups
	Ability to form strong and positive working relationships and maintain professional boundaries with survivors accessing the programmes/events/ etc. from trauma informed approach perspective
	Ability to plan, manage, prioritise and contain workload; to meet deadlines and monitor and meet project targets
	Ability to collate and analyse data and other information to identify trends, gaps, opportunities to reach out to communities and professionals
	Ability to work on own initiative and be solutions focused
	Excellent written and verbal communication skills and ability to produce high quality written materials such as reports, presentations, etc.
	Strong ICT skills including Word, Excel, Power Point, Outlook
<b>Attitude</b>	Ability and aspiration to work within a feminist framework
	Commitment to actively challenge discrimination and oppression and work within the values, ethos and mission and policies of WGN

	A commitment to delivering meaningful interventions and fostering innovation in working practice
	A flexible approach to your work, including limited evening and weekend work as required by the role
	Ability to work within the trauma informed approach practice
	Ability and willingness to travel across parts of London when required
	A commitment to developing your own learning and professional development and willingness and ability to critically develop own practice
	Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls