



**June 2022**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Young Women's Services Prevention and Training Coordinator**

This pack includes information about WGN, the role of Young Women's Services Prevention and Training Coordinator and the recruitment process for these opportunities. 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 9am on Friday 22<sup>nd</sup> July 2022. The date for interviews is to be confirmed.

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](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,

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



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## **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 Centre's, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides



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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.

**Young Women's Services Prevention and Training Coordinator  
(Female Applicants Only)**

**Starting salary £32,000 per annum (pro-rata) | Part-time (28 hours per week) |  
Permanent**

**This role will initially involve regular office based work (in Shepherds Bush, as well as travel across London) as well as community based and remote working, and it is anticipated that this will evolve overtime in line with Service User, service and organisational requirements.**

Over the last few years Women and Girls Network's (WGN) Young Women's Team has undergone tremendous development and has firmly established itself as a leading service provider dedicated to young women affected by gender-based violence in London.

You will be leading the day-to day work, development, and coordination of WGN's Young Women Service's Prevention and Training provision across projects. Enabling and leading the team's facilitation of innovative, responsive, trauma informed and culturally appropriate services for young survivors of Gender Based Violence (GBV). Holding responsibility for the line management and coordination of Prevention Workers and Sessional Workers and contributing to a culture that values and respects diversity, learning, improvement and striving for quality and best practice at all times.

We are looking to appoint a motivated, organised self-starter with a proven ability of providing effective coordination, development and administrative support to join our team. If this is you, we would really like to hear from you!

WGN's employee benefits include 3% pension contribution, enhanced leave entitlement and an Employee Assistance Scheme. We also offer excellent training and development opportunities.

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-with-us](http://www.wgn.org.uk/support-us/work-with-us).**

**Completed applications should be emailed to: [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk) by 9am on Friday 22<sup>nd</sup> July 2022. Interview date to be confirmed.**

This post is subject to satisfactory references and DBS checks.

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

**Young Women’s Service Prevention and Training Coordinator - Job Description**

<b>Job Title:</b>	Young Women’s Service Prevention and Training Coordinator
<b>Team:</b>	Young Women’s Team
<b>Reporting to:</b>	Young Women’s Services Manager (YWSM)
<b>Hours:</b>	Part-time (28 Hours per week)
<b>Contract:</b>	Permanent
<b>Location:</b>	This role will initially involve regular office based work (in Shepherds Bush, as well as travel across London) as well as community based and remote working, and it is anticipate that this will evolve overtime in line with Service User, service and organisational requirements.

**Overall Job Purpose**

To lead the day-to-day work, development and coordination of WGN’s Young Women and Girls’ (YWG) Prevention Service, enabling and leading the teams’ facilitation of innovative, responsive, trauma-informed and culturally appropriate services for survivors of Gender Based Violence (GBV).

The Young Women’s (YW) Service Prevention and Training Coordinator is responsible for:

**Service Development**

1. To monitor and evaluate Prevention delivery in accordance with funders’ requirements and produce monitoring reports as required.
2. Supporting the YWSM to research new funding opportunities for the Young Women’s Prevention service.
3. To support the YWSM in the recruitment, induction, support of prevention workers / sessional workers.
4. To oversee the development and implementation of strategic objectives for Prevention work.
5. To develop processes and protocol used in Prevention delivery including target tracking, Service Level Agreements and evaluation tools.
6. To line manage and coordinate Prevention Workers and Sessional Workers.

**Group Work Coordination**

7. To coordinate the delivery of schools work and community group work within the service across projects.
8. Developing and delivering group work programmes to YW who have experienced / or at risk of violence against women and girls (VAWG) to offer safe, women only spaces for YW to deepen awareness and understanding of VAWG / Gender Based Violence to

support the development self-protective factors including self-esteem, confidence, resistance and self-care strategies.

9. Building relationships with schools and identify appropriate schools to participate in the Whole Schools Approach Project.
10. Co-develop and deliver whole schools approach programmes in target boroughs, environments and marginalised communities.

### **Training and Awareness Raising**

11. Co-developing and delivering training and awareness raising work for professionals and non-abusing family members and carers to facilitate appropriate response and strengthen external protective factors.
12. Providing high quality training to professionals on a range of issues relating to young women's experiences of GBV.
13. Lead on training excellence programmes for practitioners to deliver high quality, trauma informed, holistic gender responsive training / group work.
14. Organising and co-ordinating the YW's team training provision across projects.
15. Developing and improving training resources to ensure content is relevant to current climate and up-to-date with key themes and concerns for young people.
16. Monitoring the quality of training delivery, ensuring the agreed quality standards are met and training delivery reflects WGN values.

### **Voice**

17. To ensure survivors' voice are at the heart of service delivery, and that the support offered is; survivor-led, trauma-informed, strengths based. Whilst promoting resilience.
18. Working in partnership with YW to co-produce resources and programmes, providing platforms for YW voices to be heard.
19. To be active in facilitating Experts by Experience aimed at involving YW in the development of co-delivery and co-production of services.
20. Develop Train the Trainer pathway for Young Women as part of Experts by Experience programme.
21. Supporting research projects that amplify Young Women's voices and their experiences, to shape future services ensuring that YWs time is always acknowledged.

### **Safeguarding**

22. Maintaining confidentiality for YW, in line with WGN Safeguarding Policy.
23. Assessing safeguarding concerns, discussing concerns with the YWSM and taking appropriate and timely action in accordance with WGN's safeguarding procedures.
24. Equipping YW with information, skills and resources they need to make informed choices, access services, access their rights and to have their voices heard.
25. 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.

### **Widening Access / Assertive Outreach**

26. Working within an intersectional framework, considering the diverse and sometimes conflicting needs of YW across all protected characteristics and tailoring the service to widen access and ensure individual and community needs are met.
27. To coordinate and measure the YW Service's impact on social media/ community/ key places that YW experience.

28. To develop effective working relationships with key stakeholders in statutory, VAWG and Youth Sector in relation to preventative work.
29. To be involved in the analysis of client data to capture unmet needs and identify gaps in service provision to enhance the development and responsiveness of the service and WGN.
30. Attend key forums that are relevant to Young Women's Service, including VAWG Forum, Community Forums, Youth Forums and Wellbeing Forums in collaboration with the YWSM.

### **Strengthening Practice**

31. Actively contributing to the development and creation of a trauma-informed working environment and a feminist ethos of care and support.
32. 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.
33. Developing, maintaining and sharing working knowledge of local services, strategies and guideline procedures in relation to YW.
34. Developing and maintaining updated working knowledge of relevant legislation including but not limited to social welfare, child rights, criminal and civil law and immigration.

### **General Duties**

35. 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.
36. Striving to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
37. Following procedures and protocols agreed with partners to ensure the health and safety of clients.
38. Take all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders.
39. Attending and make best use of support and supervision sessions and training.
40. Actively contributing to YW and WGN team meetings.
41. Sharing contacts, information and expertise to build a strong team and enhance the knowledge base of WGN.
42. Developing and maintaining appropriate information, record keeping, case recording and monitoring systems; and maintain administrative and reporting systems to ensure accountability.
43. Be self-servicing and work flexibly as a member of the team.
44. Carrying out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.
45. Due to the nature of the client group, regular evening work and occasional weekend work are key requirements of this role.

Other duties (consistent with the seniority of the post) may be added from time to time to achieve WGN's objectives in consultation with the post holder.

### **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.



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### **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. This post includes regular early evening work.

### **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 Women’s Service Prevention and Training Coordinator – Person Specification

Requirement		Requirement
<b>1.0</b>	<b>Experience</b>	
<b>1.1</b>	Significant direct and demonstrable experience of delivering highly quality impactful group work for Young People within the VAWG / Youth Sector.	Essential
<b>1.2</b>	Experience of providing leadership within a frontline service.	Desired
<b>1.3</b>	Experience of coordinating programmes, workshops and training within a range of settings including schools, alternate provisions, social care settings and youth settings.	Essential
<b>1.4</b>	Experience of providing effective evidence based interventions within a gender responsive framework.	Essential
<b>1.5</b>	Experience of delivering high-quality work to external stakeholders and partners through professional consultation, training or seminars.	Essential
<b>1.6</b>	Experience of developing resources that are relevant to the needs of young women and girls.	Desired
<b>2.0</b>	<b>Knowledge</b>	
<b>2.1</b>	Understand the impact of, and issues facing women and girls overcoming experiences of gendered violence.	Essential
<b>2.2</b>	An in depth working knowledge and understanding of the options available to survivors who are experiencing VAWG; including up to date knowledge of relevant legislation, policies and best practice.	Desired
<b>2.3</b>	Working knowledge of current safeguarding legislation, protocols and best practice.	Essential
<b>2.4</b>	IT literacy with knowledge of Microsoft Outlook, Word, Excel and Access and databases (DPMS desirable).	Essential
<b>2.5</b>	Knowledge of data protection legislation and requirements.	Desired
<b>3.0</b>	<b>Skills &amp; Abilities</b>	
<b>3.1</b>	Ability to maintain and enhance a productive and supportive work environment, enabling change and motivating colleagues to strive for excellence and underpinning professionalism.	Desired
<b>3.2</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.	Essential
<b>3.3</b>	Ability to manage competing work priorities in a high-pressured environment whilst staying calm and composed.	Essential

<b>3.4</b>	Ability to reflect on own practice, and to provide and receive constructive feedback.	Desired
<b>3.5</b>	The ability to be responsive to changing practice and develop innovative interventions.	Essential
<b>3.6</b>	Ability to enable others to deliver creative and meaningful interventions / training and services that engage, motivate and effect change in survivors lives.	Desired
<b>3.7</b>	Ability to work flexibly and effectively as a member of busy services teams.	Essential
<b>3.8</b>	Ability to manage sensitive information confidentially.	Essential
<b>4</b>	<b>Personal Qualities</b>	
<b>4.1</b>	Hold an uncompromising analysis of gendered violence in all its forums, and commitment to challenging social attitudes and structures, which result in the prevalence of violence against women and girls.	Desired
<b>4.2</b>	Commitment to working within a feminist, intersectional framework, ensuring inclusion and diversity are at the heart of all services offered.	Essential