



June 2022

Dear Applicant,

Women and Girls Network Application Pack for the role of Young Women's Services Manager

This pack includes information about WGN, the role of Young Women's Services Manager 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 9am on Friday 8th July 2022. Interviews will be held in the week beginning 11th July 2022.

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,



Gurpreet Virdee
Director of Operations & Development

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, EVAW 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 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.



Empowerment, healing and transformation for women moving on from violence

Young Women's Services Manager (Female Applicants Only)

Starting salary £42,000 per annum | Full-time (35 hours per week) | Permanent

This role will initially involve regular office based (in Shepherd's 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 at 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.

We are now looking for a dynamic Young Women's Services Manager to lead the next stage of our young women's services evolution. This is a unique and exciting opportunity to shape and direct future service provision for young women.

We are looking for a pioneering and visionary leader who is motivated to eradicate gender-based violence and passionate about developing and delivering culturally and empowering young women centred services.

The Young Women's Services Manager will be responsible for leading a multi-disciplinary team including Advocates, Counsellors, and Prevention Workers. The post holder will also provide support and expertise to other professionals through the delivery of training and consultation.

The ideal candidate will have an in-depth understanding of the key issues for young women who have experienced gender-based violence and a proven track record of developing and managing advice and / or advocacy services, young people's support services or other front-line services which involved responsibility for safeguarding and ensuring the highest quality provision.

WGN's employee benefits include 3% pension contribution, generous annual leave entitlement and an Employee Assistance Scheme. We also offer staff 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

Closing Date for Applications: 9am on Friday 8th July 2022.

Interviews to be held in the week commencing 11th July 2022.

All posts are subject to satisfactory references and Enhanced 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 Services Manager - Job Description (June 2022)

Job Title:	Young Women’s Services Manager
Responsible To:	Director of Operations and Development
Responsible For:	The Young Women’s Services Team, which includes Project Coordinators, Young Women’s Advocacy Manager (YWAM) and Prevention practitioners.
Location:	West London and involves travel across London

Organisational Context

Over the past few years Women and Girls Network (WGN) has successfully developed and expanded its support services to young women and girls who have experienced or been affected by gender-based violence.

WGN’s young Women’s services has benefited from strong leadership and is now at the next crucial and exciting phase of its development. The Young Women’s Services Manager will consolidate and strengthen the existing services alongside the highly skilled team as well as develop the vision for the future of the charities specialist young women’s services.

The Young Women’s Services Manager has overall strategic responsibility for the provision of the young women’s Services. The Young Women’s Services Manager is also responsible for representing the services both internally and externally, evaluating the services, the exploration and development of the services and any potential partnerships and its sustainability.

Overall Job Purpose

- To oversee and manage the delivery of all young women’s services at WGN. Ensuring the provision of safe, high quality and culturally informed services for young women and young people, who have experienced, and / or are vulnerable to any form of gender-based violence.
- To ensure that services are young women centred, needs led, gender responsive and rooted in a philosophy of empowerment and recovery.
- To provide high-quality training to professionals on the range of issues relating to young women’s experiences of gender-based violence as part of training contracts.
- To provide consultation and expert guidance to professionals on best practice and recommended protocols on engaging and supporting young women who have experienced any form of gender-based violence.
- To be responsible for overseeing safeguarding within the young women’s services. To work in conjunction with the Senior Young Women’s Advocate (SYWA) and Young Women’s Advocacy Manager (YWAM) to ensure that all safeguarding concerns are managed in accordance with WGN’s Safeguarding Policy.
- To undertake fundraising for the development and sustainability of the young women’s services.

- To be responsible for promoting the vision, values and feminist ethos through-out the whole organisation and building partnerships with external agencies.
- Contribute and develop a culture that values and respects diversity, learning, improvement, striving for quality and best practice.

Areas of Responsibility

Managing People and Relationships

- To actively promote effective multi-disciplinary working within WGN and collaborative working with other stakeholders.
- Provide leadership and line management to the Young Women's Advocacy Manager, Young People's Engagement Coordinator, Prevention and Training Coordinator and CouRAGEus Coordinator.
- Evaluate and identify training and development needs for team members.
- To facilitate and attend, regular team meetings, development days and supervision, taking forward agreed actions, which arise within agreed timescales.
- Manage the recruitment, induction, support and supervision of all team members working in the services alongside managers and coordinators.
- To work in conjunction and collaboratively with the Senior Leadership Team in holding joint responsibility for the monitoring and performance management of services under the same contracts.
- To act as Designated Safeguarding Lead for the service and support safeguarding development processes alongside WGN's named Safeguarding lead, supported by the Clinical Director including in relation to case management.

Service Delivery

- To manage, co-ordinate, develop and deliver the training for professionals in conjunction with the Training Manager on the complex issues and needs of young women affected by gender based violence.
- In conjunction with the Young Women's Services team to provide consultations on recommended best practice and established protocols on engaging young women regarding gender based violence specifically child sexual exploitation, harmful practices, rape and sexual assault.
- To ensure the young women's team has meaningful representation by Experts by Experience and the development of integrated co-produced services.
- To ensure WGNs policies and procedures are young women centred and enshrine best practice and respond to emerging needs.
- Leading and managing the performance of the team ensuring compliance with the contract and internal standards, policies and procedures, legislation, risk assessment and referrals to external agencies including borough Safeguarding teams and internally in collaboration with the Clinical Director.
- Carry out regular referral, assessment and safeguarding meetings with the team, ensuring agreed actions are met and safeguarding issues are actioned and escalated in accordance with WGN's Safeguarding Policy.
- To ensure representation at relevant forums to represent the needs of young women
- Develop and implement effective outreach strategies to address any issues on uptake of services.

- Ensure adherence to WGN's Health and Safety and Lone Working Policies and Procedures.

Service Development

- To collate evidence of emerging needs and themes for young women accessing WGN's services including identifying gaps in service provision and within the boroughs the services operate.
- In conjunction with WGN's Director of Operations and Development research and identify funding opportunities to fill these gaps.
- Develop fundraising proposals in partnership with the Directors and take the lead in writing fundraising bids to support project and organisational development.
- To ensure the continuation and development of a strong young women's user consultation forum to ensure young women are at the heart of WGN's current and future service provision.
- To form an active part of the Senior Leadership Team at WGN.
- To ensure that WGN's Equality and Diversity policies are implemented across young women's service provision and the overall charity.

Service Monitoring and Evaluation

- Monitor service delivery in accordance with funders' requirements and review monitoring reports as required.
- Lead and manage the performance of the young women's services ensuring compliance with the contract and internal standards, policies and procedures, risk assessment and referrals to external agencies including borough Safeguarding teams.
- Lead and manage performance and ensure continuous improvement in service delivery through the development of clear and coherent targets, outputs and service outcomes. Implement effective recording and reporting mechanisms.

Ethos and Values

- Actively contributes to the values, principles, and ethos of the organisation and models of best practice for working within feminist protocols and principles. Ensuring that these are expressed in all areas for which management responsibility is held.
- To work within WGN's specialist 'Young Women's Empowerment Model' for young women survivors of gender-based violence; a gender responsive, trauma focused, strengths based model
- Be responsible for ensuring that service delivery adheres to recognised clinical protocols and good practice guidelines recommended by NICE, BACP, National Rape Crisis Standards and YIACS.
- To work from an intersectional framework and contribute to delivering culturally responsive, inclusive practice that is integrated into all areas of operation.

General Duties

- 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.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- Following procedures and protocols agreed with partners to ensure the health and safety of service users.

- Taking all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders.
- Attending and making best use of support, supervision sessions and training.
- Sharing contacts, information and expertise to build a strong team and enhance the knowledge base of the young women's services team and WGN.
- Be self-servicing and work flexibly as a member of the team.
- Carrying out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.
- Due to the nature of the client group, regular evening work and occasional weekend work are key requirements of this role.
- Carry out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.

This list is indicative of the key responsibilities, duties, and areas of responsibility for this role but is by no means exhaustive. WGN is a solution focused organization and a 'can do' attitude and flexibility to take on other human resources related tasks is essential.

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, time off in lieu (TOIL) will be accrued for any overtime 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 Women's Services Manager - Person Specification (June 2022)

Requirement		Essential / Desired
Knowledge and Expertise		
1	An in-depth understanding of the different forms, causes and effects of gender-based violence that is experienced by young women (e.g. child sexual exploitation; harmful practices; range of sexual violence including peer on peer abuse, child sexual abuse, gang involved young women and cyber abuse).	E
2	An understanding of the issues, challenges and barriers faced by young women from diverse communities and backgrounds in accessing appropriate support.	E
3	A clear understanding of the options available to young women who have experienced gender-based violence including up to date knowledge of legal protection, criminal justice system, housing, education, financial information including benefits and immigration.	E
4	An excellent working knowledge of London Safeguarding Board, safeguarding procedures and protocols.	E
Experience		
5	A proven record in managing advice and / or advocacy services, young people's support services or other services which involved responsibility for safeguarding.	E
6	Experience of supervising and managing teams including volunteers.	E
7	Experience of multi-agency working: delivering projects in conjunction with partners from voluntary, statutory and public sectors.	E
8	Experience of developing and delivering a range of participative training that address the needs of different learning styles to a variety of professionals.	D
9	A proven track record of fundraising.	D
Skills & Attributes		
10	A range of intervention skills to use directly with young women to ensure effective engagement with services, facilitate disclosure and mediate reduction in safeguarding risk.	E
11	Effective oral and written communication skills.	E
12	Good organisational and IT skills including the ability to develop and maintain an efficient case recording and management system including case file monitoring.	E
13	Ability to create safe, supportive, constructive and empowering learning environments.	E

14	Ability to articulate the complex needs of young women affected by gender-based violence as well as challenge oppressive, discriminatory and disempowering policies and practices at high-level forums.	E
15	A strategic thinker, with the ability to translate the needs of young women affected by gender-based violence into responsive, empowering young women centered services.	E
16	High level of self-awareness and commitment to own personal and professional continuous development.	E
17	Commitment to WGNs vision, values, feminist protocols, and ability to make a positive contribution to the charity.	E