



January 2023

Dear Applicant,

Women and Girls Network Application Pack for the role of Sexual Violence Lawyer

This pack includes information about WGN, the role of Sexual Violence Lawyer and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us.

To apply please send your CV and a covering letter (max. two pages) outlining your motivation for applying for this role and detailing how you will meet the requirement of the Job Description and Person Specification (along with a completed Equal Opportunities Monitoring Form) to humanresources@wgn.org.uk by 9am on Monday 20th February 2023. Interviews will be held at WGN's office in Borough on: Monday 28th February 2023.

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
- 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 to sign up for our newsletter or to follow us on social media.

All applicants who are invited to interview will be required to provide original documentary evidence of the legal qualifications. 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 or 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 Lawyer(s) (solicitor or in-house barrister) (Female Applicants Only)

1 year + PQE, salary £38,000 pro rata | Part-time and full-time considered | 12 month post(s) with possibility of extension (depending on funding) | Hybrid work (involving office based working in Ealing and home based working, with occasional travel across London based on survivors needs and service demands)

Women and Girls Network (WGN) and Centre for Women's Justice (CWJ) are working collaboratively to deliver an exciting pilot project which will be at the forefront of national reforms improving access to justice for sexual violence survivors across London.

We are now looking for a highly motivated and experienced lawyer(s) with feminist values to join WGN to support survivors to access high quality legal advice relating to their rights as survivors of sexual violence within the criminal justice system.

WGN's Lawyer(s) will receive clinical supervision, legal supervision, line management support and have access to an on-going CPD programme and the opportunity to work in one of London's leading multi-cultural feminist charities.

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

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

Please visit www.wgn.org.uk/support-us/work-with-us for further information about this opportunity.

To apply please send your CV and a covering letter (max. two pages) outlining your motivation for applying for this role and detailing how you will meet the requirement of the Job Description and Person Specification (along with a completed Equal Opportunities Monitoring Form) to humanresources@wgn.org.uk by 9am on Monday 20th February 2023.

Interviews will be held at WGN's office in Borough on: Monday 28th February 2023.

All applicants who are invited to interview will be required to provide original documentary evidence of the legal qualifications.

This post is subject to satisfactory references and DBS check.

WGN is an equal opportunities employer.

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

Sexual Violence Lawyer

Job title: Sexual Violence Lawyer (solicitor or in-house barrister)

Responsible to: Rape Crisis Centre Manager at Women and Girls Network (WGN) for day-to-day operational service delivery matters with external supervision from a lawyer at Centre for Women's Justice (CWJ) in relation to all legal matters.

Responsible for: providing survivors of sexual violence across London with high quality legal advice relating to their rights within the criminal justice system, challenging unjust decision-making, disproportionate data requests that violate privacy rights, increasing the legal awareness of WGN team members by developing and delivering training.

Job Purpose

- Improve the access that survivors of sexual violence, who access WGN's services, have to high quality legal advice relating to their rights as a survivor of sexual violence within the criminal justice system.
- Improve the survivor experience of reporting to the police and proceeding through the criminal justice system by providing direct legal advice alongside the holistic support offered by Rape Crisis and other sexual violence services.
- Provide advice and information which improve a survivor's understanding of the criminal justice system and sense of 'procedural justice'.
- Provide legal representation to survivors of sexual violence and directly challenge unjust decision making in respect of disproportionate data requests, support Victim's Right to Review processes and other matters that engage survivor's rights.
- Increase the legal awareness and knowledge of WGN's team of advocates and other appropriate team members through the development and delivery of specialist sexual violence and law training, as well as producing guidance documents for use by WGN and other Rape Crisis Centres partners to improve understanding of criminal justice issues and remedies for police and prosecution failings across services.
- Ensure all the work is survivor / woman centred, needs led, gender responsive and rooted in a philosophy of empowerment and recovery.
- Be responsible for promoting the vision, values and feminist ethos and working within WGN's policies, procedure and service frameworks.
- Ensure excellent working relationships with all internal and external partners.
- Ensure all safeguarding matters are acted upon in line with the organisational policies and procedures.

Areas of Responsibility

To provide effective legal advice to survivors of sexual violence referred by WGN advocates and other team members.

- Ensure accurate and complete records are kept of work with all survivors using WGN's database system DPMS and ensure these are processed and retained in accordance with the principles of the Data Protection Act and GDPR and WGN's data protection policies.
- Ensure any feedback and complaints about the service are communicated to the line manager and dealt with in line with organisational policies and procedures.

- Wherever possible and appropriate work collaboratively with the leads from the other 3 Rape Crisis Centres in London ensuring high quality service provision and to further develop Rape Crisis work and service delivery.
- Role model the anti-discriminatory and feminist values of WGN adopting non-oppressive, empowering communication and participatory decision-making processes.
- At all times ensure WGN's model and practices are consistently applied at the Rape Crisis Centre and work with the Rape Crisis National Standards Framework.

Service Access and Initial Support

- Attend WGN team meetings to further understand the challenges faced by ISVA and Violence Against Women and Girls (VAWG) services.

Service Monitoring and Evaluation

- Work jointly with Service Managers to agree referral pathways.
- Regularly monitor and evaluate progress in accordance with the funder's requirements and report on any variances and propose remedial actions.
- Jointly with Service Managers input to and assist with any external evaluation.

General

- Actively contribute to the values, principles, and ethos of WGN and models of best practice for working within intersectional feminist protocols and principles.
- To work within WGN's specialist HER Model for survivors of gender-based violence; a gender responsive, trauma focused, strengths and evidence-based model.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- Promote the aims and objectives of WGN.
- Keep informed of developments in, and participate in the development of local policy and good practice in working with women and girls who have experienced sexual violence.
- Follow procedures and protocols agreed with partners to ensure the health and safety of survivors is central.
- Take all possible steps to ensure the safety and confidentiality of survivors, team members and stakeholders.
- Ensure compliance with relevant standards and legislation, e.g. employment, Data Protection, the Equality Act and Health & Safety.
- Share information and expertise to build a strong team and enhance the knowledge base of WGN, including actively contributing to organisational meetings as required.
- Work occasional evenings as required by the post and service delivery
- Fully engage with professional development activities and expectations as required by the Solicitors Regulation Authority or Bar Standards Board and by WGN.
- Avoid any action that may cast WGN and / or its activities into disrepute.
- Carry out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of WGN.

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 human resources related tasks is essential.



Empowerment, healing and transformation for women moving on from violence

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).

Sexual Violence Lawyer

Person Specification

Knowledge Expertise & Experience

1. 1+ year post-qualification experience as a solicitor or barrister
2. Proven track record practicing criminal law or civil cases against public authorities
3. Understanding of the practical, emotional, social and economic effects of sexual and domestic violence upon those who have experienced it.
4. Commitment to feminist approaches, the values and aims of WGN and CWJ and ability to make a positive contribution to both organisations

Skills and Attributes

5. The ability to communicate complex legal issues clearly, both orally and in writing, to other lawyers, voluntary sector groups and individual clients in a way that is both professional and appropriate to the audience
6. Self-motivation and ability to prioritise, meet deadlines and work under pressure
7. Ability to be self-servicing, and to work flexibly in a small team
8. Good organisational and ICT skills
9. High level of self-awareness and commitment to own personal and professional continuous development
10. Ability to work within the trauma informed approach practice

Attitude

11. Ability and aspiration to work within a feminist framework
12. Commitment to actively challenge discrimination and oppression and to work within WGN's values, ethos, principles and policies
13. Motivated to work towards ending violence against women and children
14. Willingness and ability to critically reflect on and develop own practice
15. Desire to take responsibility for own learning and professional development, and contribute to the learning and development of others (individually, collectively and organisationally)