

April 2025

Dear Applicant,

Women and Girls Network Application Pack for the role of Sexual Violence Paralegal (Female Applicants Only)

This pack includes information about WGN, the Sexual Violence Paralegal opportunity 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 recruitment@wgn.org.uk 9am on Tuesday 27th May 2025. Interviews are expected to take place on 17th June 2025, however, please note that dates may be subject to change.

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 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 and our work. We look forward to receiving your application.

Yours sincerely,

Ifeoma Williams
Director of Services



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, ERAW 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



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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.



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Sexual Violence Paralegal (Female Applicants Only)

Salary range £27,000 - £30,000 per annum | 35 hours per week (Full-Time) | Fixed Term Contract to March 2026 with possibility of extension

Hybrid work model involving home and weekly office-based working in Vauxhall

Do you want to be at the forefront of national reforms improving access to justice for sexual violence survivors?

Women and Girls Network (WGN) and Centre for Women's Justice (CWJ) are seeking a committed paralegal with feminist values to join its Legal team and play a part in this groundbreaking new work.

The successful applicant will work as part of WGN, supporting survivors of sexual violence to access high quality legal advice relating to their rights as survivors of sexual violence within the criminal justice system.

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage. Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence.

The Centre for Women's Justice (CWJ) aims to help women and girls who are subject to male violence get better access to legal remedies to defend and enhance their rights; CWJ's mission is to hold the state to account and challenge discrimination in the justice system around male violence against women and girls.

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

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme, as well as the opportunity to work with a leading multi-cultural, women-led feminist charity.

For further information and to download an application pack, please visit www.wgn.org.uk/support-us/work-with-us.

Completed application form and equal opportunities monitoring forms should be emailed to recruitment@wgn.org.uk by 9am on Tuesday 27th May 2025

Interviews are expected to take place on 17th June 2025, however, please note that dates may be subject to change.

This post is subject to satisfactory references, DBS check, and social media check.

WGN is an equal opportunities employer.

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

Sexual Violence Paralegal – Job Description

Job Title	Sexual Violence Paralegal
Team	Legal Advice
Reporting to	Sexual Violence Lawyer
Location	Centre for Women's Justice Bethnal Green Office (Hybrid), including travel across London in line with Service User, service delivery and organisational requirements

Women and Girls Network (WGN)

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 provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose

To work as part of the Sexual Violence Legal team assisting the lawyers and fully participating in the Sexual Violence Legal Pilot.

To support the sexual violence legal team by triaging potential clients, assisting lawyers with their casework and ensuring that the sexual violence legal advice service is well managed with excellent levels of client care.

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.

Job Responsibilities

Assisting with Sexual Violence Lawyers' casework including:

- Taking initial accounts from potential clients and conducting triage
- Taking statements and other instructions from clients and witnesses
- Preparing draft letters and other legal work under supervision
- Undertaking legal and other research to assist lawyers
- Reviewing and organising evidence and other material
- Administrative support including maintaining orderly case files, collating statistical data and supporting with compliance with legal professional requirements
- Other related duties such as liaising with external contacts, taking notes at meetings or hearings as needed
- Assisting the organisation with other legal administrative duties as assigned.

General

- Actively contribute to the values, principles, and ethos of Women and Girls Network (WGN) and models of best practice for working within intersectional feminist protocols and principles.
- Work within WGN's specialist Holistic Empowerment Recovery (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.
- Follow procedures and protocols agreed with partners to ensure the health and safety of the clients is central.
- Take all possible steps to ensure the safety and confidentiality of service users, staff 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 contributing to WGN-wide meetings as required.
- Work occasional evenings as required by the post.
- Fully engage with professional development activities and expectations as required 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.

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.



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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 Paralegal – Person Specification

Knowledge, Expertise & Experience	Essential / Desirable
Completed an LLB/GDL or SQE1 or have equivalent legal experience	Essential
Paralegal experience and/or practical experience of assisting survivors through the criminal justice system	Essential
Understanding of sexual violence and sensitivity towards clients	Essential
IT skills including reasonable typing speed	Essential
Literacy – ability to draft clear and comprehensive letters, statements and other documents	Essential
Legal and other research skills	Essential
Excellent attention to detail, well organised and good document management skills	Essential
Ability to manage and prioritise workload and manage diaries	Essential
Ability to work effectively as part of a small team	Essential
Understanding of and commitment to the aims of WGN and Centre for Women's Justice	Essential