

May 2025

Dear Applicant,

Women and Girls Network Application Pack for the role of Freelance Group Work Facilitator (Female Applicants Only)

This pack includes information about WGN, the Freelance Group Work Facilitator 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, early applications are highly encouraged as applications will be reviewed and interviews will take place on a rolling basis until this post is filled.

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.

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

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

Yours sincerely,

Tanya Twene
Head of Services



NETWORK *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, 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 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.

Freelance Group Work Facilitator (Black and Global Majority Young Women) (Female Applicants Only)

£160 per session | Approx 4 hours per week

This role will be based in Shepherd's Bush with travel across London

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 Group Work Facilitator will play a pivotal role in delivering the CouRAGEus Project, an initiative designed to support Black and Global Majority young women, LGBTQ+ youth, and disabled young people. The role involves facilitating safe, inclusive, and empowering group work sessions that foster emotional resilience, healthy relationships, and self-advocacy.

The Facilitator will provide a trauma-informed, culturally responsive space where participants can explore issues such as mental health, well-being, consent, and social justice. By collaborating with a multidisciplinary team and tailoring interventions to meet diverse needs, the Facilitator will help participants build confidence, develop skills, and navigate challenges while promoting their overall safety and empowerment.

We actively encourage applications from individuals from Black and Global Majority backgrounds, as this reflects the focus and lived experiences of the young people the CouRAGEus Project supports. We are committed to building a team that is representative of the communities we work with and to delivering culturally responsive support.

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 forms and equal opportunities monitoring forms should be emailed to recruitment@wgn.org.uk. Early applications are highly encouraged as applications will be reviewed on a rolling basis and this role may be filled before the advertised closing date.

The interview process will consist of two stages; first stage interviews will take place on a rolling basis.

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



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Group Work Facilitator – Role Description

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|------------------------|--|
| Role Title: | Freelance Group Work Facilitator (CouRAGEus Project) |
| Responsible To: | CouRAGEus Manager |
| Location: | West London and travel across London |

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.

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.

Overall Role Purpose

The Group Work Facilitator will play a pivotal role in delivering the CouRAGEus Project, an initiative designed to support Black and Global Majority young women, LGBTQ+ youth, and disabled young people. The role involves facilitating safe, inclusive, and empowering group work sessions that foster emotional resilience, healthy relationships, and self-advocacy.

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Main Duties and Responsibilities

a) Delivering Group Work Programmes

- Facilitate specialised group work programmes tailored to the needs of Black and Global Majority participants, LGBTQ+ individuals, survivors of sexual violence, and young women and girls affected by abuse.
- Promote well-being, recovery, and resilience through culturally informed, trauma-sensitive interventions.

b) Programme Development

- Design and implement psycho-educational and trauma-informed programmes that foster well-being, recovery, anti-racist practice and empowerment.

- Ensure services are safe, inclusive, needs-led, and culturally responsive, grounded in principles of empowerment and recovery.

c) Facilitating Community Outreach

- Conduct group sessions across multiple sites in West and South London, engaging with diverse communities.
- Promote awareness of sexual violence themes, facilitate preventative discussions, and explore topics such as consent, rights, and survivor support.

d) Collaboration and Promotion

- Collaborate with colleagues to ensure group programmes are effectively promoted within the organisation and to external stakeholders.
- Advocate for the programmes across different departments and to key partners.

e) Needs Assessment and Flexibility

- Continuously evaluate and map external partner needs to ensure programmes remain flexible and responsive to emerging requirements.
- Adapt group offerings to address evolving community and participant needs.

f) Peer-Led Opportunities and Feedback

- Work alongside the Experts by Experience Facilitator to develop peer-led initiatives and focus groups.
- Gather and act on feedback from participants to enhance the quality and relevance of group programmes.

g) Partnership Development

- Establish and maintain relationships with partners and key stakeholders who can contribute to the delivery of psycho-educational programmes.
- Leverage these partnerships to expand the scope and reach of services.
- Develop and maintain Service Level Agreements with all stakeholders.

h) Safeguarding and Participant Welfare

- Identify and address safeguarding concerns promptly in line with organisational policies and legal requirements.
- Promote a culture of safety and ensure all group activities are conducted in a secure and respectful environment.
- Actively monitor participants' well-being and respond sensitively to any signs of distress or disclosure of harm.

General Responsibilities

- a) Receive line management supervision and support for all aspects of the duties and responsibilities as outlined in this job description
- b) At all times to work to WGN's values and ethos and maintain an inclusive and non-oppressive environment for staff and service users
- c) Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation
- d) Take all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders
- e) Be self-servicing and work flexibly as a member of the team. Be available to work evenings and weekends
- f) To ensure WGN is compliant with key legislation including Health & Safety and GDPR

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

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).

Group Facilitator - Person Specification

Experience

- In depth, experience of working with women and girls subjected to or at risk of sexual violence and abuse.
- Experience of designing, developing, and facilitating structured group work sessions for survivors of sexual violence with differing needs and reviewing their efficacy
- Experience of working with a diverse range of partner organisations to achieve positive outcomes for individuals accessing services
- Experience of using databases and recording systems to enable reporting of track efficacy of programmes, share outcomes and continuously meet survivors needs
- Experience of using excellent communication and presentation skills both written and oral to present the service and provide learning opportunities

Knowledge

- Knowledge of group dynamics and managing interactions and situations.
- Ability to summarize complex information for clarity and understanding.
- Knowledge of different learning styles and how to apply that knowledge in a group work setting
- Knowledge of the needs of survivors subjected to sexual violence how these impact on psychological and emotional wellbeing in their lives
- Knowledge of the ending violence against women and girls sector and partnerships that are required to meet the needs of survivors.
- Understanding of how to manage and response to safeguarding presentations and protocols.
- Knowledge of data protection legislation and requirements.
- Demonstrate record of accomplishment combating discrimination and actively promoting equality and good diversity practice.
- Good organisational and ICT skills IT literacy with knowledge of Microsoft Outlook, Word, Excel and Databases

Attitude

- Actively contribute to the values, principles and ethos of WGN and models of best practice for working within intersectional feminist protocols and principles.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinct positive reputation.