



## **COLAB EXETER RESILIENT WOMEN 'SPECTRUM' COMMUNITY DEVELOPMENT PROJECT**

We are seeking to appoint a Women's Community Engagement Worker as part of our CoLab Resilient Women Programme offer. Due to the nature of the work carried out in our Resilient Women project this role is restricted to female applicants only in accordance with the provisions of the occupational requirement (Equality Act 2010, pursuant to Schedule 9, Part 1).

The aim of this post is to:

- Develop a 'Hub & Spoke' Resilient Women offer in Exeter, East, Mid & North Devon
- Create small group and one-to-one opportunities that create safe spaces for women who have experienced trauma, loneliness and isolation
- Using a 'Learning as a Tool for Change' approach, offer a range of creative opportunities that enable women to express themselves whilst forming friendships and peer support groups.

Experience of working with women who have experienced trauma including domestic abuse is desirable, but not essential. Training can be provided.

<b>JOB TITLE:</b>	Women's Community Engagement Worker
<b>JOB REF:</b>	(Ref: SCE 10/20)
<b>RESPONSIBLE TO:</b>	Resilient Women Programme Manager
<b>SALARY:</b>	£23,836 FTE pro rata
<b>LOCATION:</b>	Colab Exeter
<b>HOURS OF WORK:</b>	21 hours a week

<b>CONTRACT:</b>	Fixed contract until 31 March 2021.
<b>DISCLOSURE REQUIRED:</b>	Enhanced DBS
<b>JOB PURPOSE:</b>	To support the development of a 'hub and spoke' community engagement approach to women at risk of isolation. To create local networks of women who offer peer support to each other. To create a programme offering support, guidance as well as creative interventions that support women towards recovery. To enable women to navigate services and support via access to relevant agencies.

<b>KEY RELATIONSHIPS:</b>	Internal contacts
	<ul style="list-style-type: none"><li>• CEO and Colab Team</li><li>• Resilient Women Project Co-ordinator</li><li>• Resilient Women Project Staff Team</li><li>• Colab Partners</li></ul>

#### External contacts

- Exeter Community Initiatives
- Encompass North Devon
- Local community centres & organisations
- Creative and learning facilitators
- Others as identified

### **SPECIFIC DUTIES OF THE ROLE**

#### **Main Duties:**

1. To support women to reduce isolation and form new networks in their community
2. To make links and build partnerships with organisations working with women and offering specialist support, eg Splitz Devon, Exeter Community Builders, Active Devon and others
3. To be flexible and creative, tailoring group opportunities and interventions to ensure the best outcome for each woman.
4. To ensure that those women with complex needs, eg mental health, substance misuse, alone with children, at risk of domestic and sexual violence and abuse are supported to take part in activities.
5. To support women in exploring creative opportunities, supporting them to access to programmes, workshops and other local support.
6. To identify areas of need, devise a plan to address those needs and link into relevant services and programmes.
7. To identify and remove barriers to accessing provision.
8. To chart service impact on women, using the Pathways Outcomes Star and other tools to support their progress
9. To work alongside Colab partners and team in achieving the best outcome for each woman.
10. To collect data and information in accordance with the Tampon Tax and Devon County Council requirements
11. To signpost women towards one-to-one support with a variety of practical and emotional issues.
12. To follow Colab Exeter specific Policy and Procedures.
13. To promote and develop the aims and philosophy of Colab Exeter and work in a way that reflects our collaborative mission and values
14. The post holder must be aware of relevant Adult and Children Safeguarding legislation

#### **Quality of Care**

1. To help create and promote an ethos whereby women are empowered to make positive choices and plans for a healthier future.
2. To develop a relationship of trust with women to enable them to develop a sense of identity and help them gain confidence to achieve their goals.
3. To liaise and feedback to the wider teams at Colab Exeter with regards to any issues, concerns or development with individual women, particularly relating to issues around parenting.
4. To ensure that the women supported are treated with respect and dignity at all times.

5. To ensure the women supported are involved in developing the project through consultation and feedback.

### **Communications**

1. To be able to communicate respectfully and compassionately with women.
2. To be able to communicate well with partner agencies and colleagues.
3. Ability to communicate passionately and effectively about the different issues affecting women in society.
4. Participate in handover and staff meetings.
5. To be able to produce coherent verbal and written reports and case notes.
6. To participate in the use of IT, such as emails and data-collection mechanisms.

### **Working Relationships**

1. To behave in such a way as to build positive working relationships between service users and staff.
2. To build effective working relationships between the staff and service users of Colab Exeter and other partner agencies.
3. To build working relationships within the local community.

### **Strategic and Service Responsibilities**

1. To participate in the promotion of a trauma informed, nurturing and empowering environment.
2. To work within a multidisciplinary team to achieve a high standard of care.
3. To participate in the promotion of a positive environment and to act as a role model to service users at all times.
4. To contribute to the day-to-day running of Colab Exeter if required

### **Financial**

1. To demonstrate good stewardship by retaining receipts for any purchases made via petty cash and adhering to petty cash systems
2. To produce a monthly evidenced expenses form
3. To report to the Strategic Lead regarding financial activity
4. To work alongside Colab Exeter Finance team

### **Colab Exeter Team**

1. Be approachable and work constructively as a team with other colleagues in the Colab team and wider hub to ensure daily activities and duties are covered and supported effectively, this may include covering for colleagues and participating in hub events and activities.
2. Support and assist volunteers and student placements at the hub who may or may not be directly involved in your area of work.
3. Be resourceful, enthusiastic, and innovative about how you work and actively participate in your own personal and professional development.
4. Attend team meetings, staff away days and supervision/appraisal meetings as required.
5. Be ready to respond in the moment, think on your feet, and have a positive attitude to problem solving.

6. Undertake any reasonable duties appropriate to the role as requested by the management team

<b>Knowledge</b>	
An understanding of issues affecting women facing loneliness and isolation.	Essential
Knowledge of issues affecting women who have experienced a range of issues, eg domestic abuse, mental health, social exclusion	Essential
Knowledge of effective community development skills and groupwork principles that create safe space	Essential
Knowledge of working with multi-agency systems to improve outcomes for women	Desirable
An understanding of the importance of confidentiality, independence and impartiality in giving advice.	Essential
<b>Skills</b>	
Excellent oral and written communication skills, including telephone manner and report writing.	Essential
Ability to negotiate and advocate effectively and to influence decisions and outcomes, both operationally and at policy level	Essential
Ability to engage with women in a range of settings, both one to one and in groupwork in different parts of the community	Essential
Ability to prioritise own work and meet deadlines	Essential
An ability to use initiative, patience and perseverance to help resolve problems.	Essential
Strong recording and monitoring skills, including management of budget that supports women directly	Essential
Ability to travel across Exeter, Mid, East & North Devon	Essential
<b>Experience</b>	
Community engagement experience with women, with a minimum of 1 year's recent experience (full-time or equivalent)	Essential
Experience of facilitating and supporting group working	Essential
Knowledge of developing and delivering multi-agency workforce development	Essential
Experience of working with women who have experienced domestic abuse	Desirable
<b>Qualities</b>	
Strong interpersonal communication skills and experience of interacting with a diverse range of people/groups	Essential
Contribute effectively to the efficient running of the Resilient Women programme	Essential
Ability to work flexibly, including occasional evenings and weekends	Essential
A commitment to the values and ethos of CoLab Exeter	Essential
To maintain the aims of the service specifically relating to confidentiality and Equal Opportunities	Essential