



## Job Description

### Women's Advocate

**Salary:** £25,781 Pro Rata (£11,000 per annum)

**Contract Type:** 19 month Contract.

**Hours:** 16 per week. 52 Weeks per annum

**Location:** Watford Women's Centre Plus, 83 Market St, Watford, WD18 0PT.

**Other:** This post is subject to an enhanced DBS and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1.) WWC values diversity and welcomes applicants from all sections of our Community.

**Reports to:** My Ally Project Manager

**Holiday entitlement:** 25 days per annum – pro rata

**Job Closing date:** 21<sup>st</sup> Sept 2021

#### Summary

Watford Women's Centre is looking for a dedicated and committed Women's Advocate to help us engage with marginalised women who are or have been impacted by domestic abuse. This role is funded by Hertfordshire Police and Crime Commissioners for 2 years with the aim of engaging black and minoritized women including migrant women who face multiple barriers to accessing support and lack trust in mainstream services.

The Women's Advocate role will be part of our Domestic Abuse team reporting directly to the My Ally project Manager and working closely with our Specialist Domestic abuse caseworker for Black and minoritized women.

You will be required to work primarily on an outreach basis to develop engagement activities that are effective in reaching marginalised women to increase awareness of support pathways that exist within the Women's Centre and wider community.

#### Specific Responsibilities

- Identify and develop strategies to engage with the target group/s within the community
- Create appropriate consultation processes with women that enable you to identify needs and develop effective responses

- Publicise and promote the project widely and act as an advocate for black and minoritized women
- Identify and organise sustainable group activities that bring women together and develop social support networks
- Maintain a good understanding of barriers to access and work to raise awareness of them
- Develop a good understanding of the support pathways currently available facilitate increased take up
- Work closely with the Specialist DA caseworker and develop effective referral arrangements
- Collate and maintain project data as required
- Report regularly to the Line Manager of progress
- Identify and report any safeguarding concerns

*This job description may be updated by the Manager in conjunction with the Trustees and personnel sub-group from time to time in order to meet the changing requirements of the job. Other duties may be required from time to time in line with the purpose and level of responsibility of the post.*

**This post is open only to women – Section 7 (2) (d-e) applies.**

#### **PERSON SPECIFICATION**

**Please address all elements of the person specification in your application.**

<b>EXPERIENCE</b>	<b>Essential/Desirable</b>	<b>How this will be assessed</b>
Experience of working in group settings	Essential	Application form/Interview
Experience working in outreach settings	Essential	Application form/Interview
Experience of developing or delivering person centred services	Essential	Application/Interview
Experience of work with minoritized women	Desirable	Application/interview
Experience of developing needs-based services	Desirable	Application/interview
Experience of promoting and publicising projects through a range of media	Desirable	Application/Interview
Experience of community development work	Desirable	Application/interview
<b>KNOWLEDGE/ABILITIES/SKILLS</b>		
Educated to at least level 3	Essential	Application/evidence
A high level of organisational skills with the ability to prioritise work and meet deadlines	Essential	Application/Interview
Ability to collate and analyse data using ICT	Essential	Application/Interview
Ability to produce accurate and timely reports	Essential	Application/Interview

Knowledge of the Domestic Abuse sector	Essential	Application/Interview
A track record of work with communities	Essential	Application/Interview
Ability to advocate for change	Essential	Application/interview
Proven ability to develop positive relationships with community groups and stakeholders	Essential	Application/Interview
Knowledge of Black and Minoritized women's needs	Essential	Application/Interview
<b>ATTITUDES</b>		
A team player able and willing to support colleagues across functions	Essential	Interview
Self-directed and proactive able to work with limited supervision	Essential	Interview
Understanding and commitment to gender equality	Essential	Interview
Friendly and non-judgemental	Essential	Interview

Please email your CV to: [laura@watfordwomenscentre.org.uk](mailto:laura@watfordwomenscentre.org.uk)