

Job title:	Influencing Change Housing
Responsible to:	Business Development Manager
Responsible for:	N/A
Hours of Work:	35 (largely office hours, occasional unsociable hours)
Location:	Leeds
Salary:	£30,086
Staff Benefits	<ul style="list-style-type: none"> • 27 Days Annual Leave • Paid monthly External Supervision • 4% contributing pension • Employee Assistance Program
Contract Length	<p>June 2026</p> <p>Up to June 2025 funding fully secured, up to June 2026 secured for 21 hours but potential for full time subject to funding)</p>

The Team – Adult Team

The team supporting adult women work across Leeds providing services to women (including anyone identifying as women) and non-binary people involved in all aspects of the sex industry and women who are sexually exploited. The team works to Basis’ organisational values, taking a rights-based approach and provide evidence based services to enable and empower women to make positive choices. The team have an established reputation for providing high quality, effective safety advice, information and support, enabling safer working practices. Services are provided within the community, on evening outreach and at venues as women determine. Although most of this role will not involve supporting women directly, your role will involve working closely with the team as well as management and key stakeholders to ensure change is being facilitated at all levels.

The Job

The role consists of the following key components:

- Facilitating and support the ongoing development of the Leeds Frontline Practitioners Network for Women’s Homelessness, offering peer support, training and bringing together frontline practitioners and those in the authority responsible for strategy to hold those in authority into account
- Influencing strategy, systems and practice to prevent and/or end womens’ homelessness in partnership with key partners and women with lived experience.

You will be working closely with the management and be part of the team that support adult women who sex work and/or are sexually exploited. You will be providing healthy challenge, actively engaging with partner organisations (third sector and statutory), to highlight issues in accessing safe & stable housing. You will systematically identify opportunities to improve responses and pathways to enable systems change, as well as sharing learning on good practice throughout in Leeds and elsewhere.

Job Description

1. Delivery

- Coordinate and facilitate a network of Frontline Network Practitioners working to address women's homelessness in Leeds
- Coordinate and facilitate the Leeds Collaborative Network to influence for change in addressing Women's Homelessness
- Working with women with lived experience to advocate for change for women's homelessness including offering them training to do so effectively
- Support the adult team and frontline practitioners from other services to identify and escalate any issues re. access or effective responses in relation to homelessness and housing, particularly for women who may be at risk of exploitation or otherwise vulnerable
- Share learning from Basis and other partners to embed trauma-informed, gender appropriate response for vulnerable women at risk of experiencing homelessness in Leeds including sexworkers
- Take responsibility for co-ordinating and delivering joint partnership working to sex workers and women who are sexually exploited and/or otherwise vulnerable in order to reduce harm and enable positive change in particular in relation to housing
- Contribute to evening outreach service (1x/month)
- Ensure that safeguarding practice is embedded within working practices to effectively support those 'at risk'
- Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary.
- Advocate for sex workers and other vulnerable women, challenging discrimination, exclusion and stigma both for individuals and within the wider community, in particular in relation to housing
- Ensure the service maintains its strict confidentiality and protects the data of those accessing the service, sharing information to minimise harm & co-ordinate support where necessary

2. Monitoring and Evaluation

- Ensure ongoing recording and monitoring of project outputs and outcomes
- Manage engagement and outcome data, inputting data onto the database and collating information to produce relevant reports for funders and other stakeholders
- Employ a creative approach in developing materials and methods to capture and share learning to stimulate system change
- Responsible for gathering feedback from sex workers on the service and any improvements suggested as well as pro-actively engaging them in peer research
- Employ analytical skills to formulate a strong evidence base for system change in housing

3. Budget

- Support the Business Development Manager to ensure the project is delivered within the budget
- Provide timely information to the Business Development Manager to ensure that the project budget is created and effectively managed.

4. Partnership engagement and management

- Ensure the maintenance and development of excellent partnership working relationships with professionals, organisations and other key stakeholders in particular those in housing and in relation to the Frontline Network facilitation and Leeds Collaboration for Women's Homelessness
- Bring together key statutory and third sector partners to share learning and develop an improvement plan to access housing and an effective trauma informed gendered approach to housing based on learning throughout the project
- Develop shared learning and good practice with partners, identifying policy and strategy change
- Identify opportunities to maximise positive outcomes with partners through relevant fora, communities of practice, meetings and conferences.
- Support the Business Development Manager to maintain relationships with all relevant external stakeholders and organisations.
- Ensure effective representation at external meetings and events to facilitate improved understanding of sex work and related issues

5. Communications

- Collaborate with the Business Development & Marketing Manager and Communications Assistant in ensuring that social media and other means of communication is effectively used to promote relevant events and key messages
- Ensure that information/publicity with regards to service outcomes is kept updated.

6. General Responsibilities

- Contribute to team meetings and organisational priorities, strategic goals and performance targets
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Support and provide supervision for volunteers
- Be flexible within the broad remit of the post
- Ensure that finance and resources are used effectively and within budget
- Work collaboratively on projects and priorities with your line manager which may vary from time to time
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- Abide by organisational policies and practices, and our values
- Support diversity and equality of opportunity in the workplace
- Ensure that effective safeguarding procedures are in place and are acted upon

Person Specifications	Essential	Desirable	Where Evidenced?
EXPERIENCE			
<ul style="list-style-type: none"> • Experience of influencing and advocacy to improve services 	X		Application and Interview
<ul style="list-style-type: none"> • Relevant recent experience working in the women’s sector: specifically, those with multiple and intensive needs including health or domestic abuse 		X	Application and Interview
<ul style="list-style-type: none"> • Experience of working in or closely with the housing sector 	X		Application and Interview
<ul style="list-style-type: none"> • Experience of engaging with beneficiaries on co-production 	X		Application and Interview
<ul style="list-style-type: none"> • Experience of facilitating of online and in person meetings to a varied audience of stakeholders 	X		Application and Interview
<ul style="list-style-type: none"> • Experience of project management including planning, co-ordination and delivery of projects 	X		Application and Interview
<ul style="list-style-type: none"> • Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women’s sectors. 	X		Application and Interview
<ul style="list-style-type: none"> • Ensuring effective collection, collation and reporting of information 	X		Application and Interview
SKILLS AND ABILITIES			
<ul style="list-style-type: none"> • Can use professional challenge skills and work with others to raise issues and highlight need for change at senior level effectively 	X		Application and Interview
<ul style="list-style-type: none"> • The ability to build relationships with women with lived experience and partners 	X		Application and Interview
<ul style="list-style-type: none"> • Creative thinking based on evidence to imagine and create system change 	X		Application and Interview
<ul style="list-style-type: none"> • Project management skills to track and monitor progress of project plan 	X		Application and Interview
<ul style="list-style-type: none"> • Trustworthy and work with integrity within our policy and values framework 	X		Application and Interview
<ul style="list-style-type: none"> • Effective communication skills both in writing, verbal and in presentations (including preparing and delivering) and reports including effective use of IT to do so 	X		Application and Interview
<ul style="list-style-type: none"> • Analytical skills including data input and analysis in order to identify themes and trends from data presented 		X	Application

• Ability to stay focused and efficient in the face on changing priorities.	X		Application and Interview
KNOWLEDGE			
• An understanding of how to take a rights-based approach, enabling dignity, choice, respect and privacy	X		Application and Interview
• Best practice guidance and research relating to:			
o Sex worker rights and legislation		X	Application and Interview
o Housing, homelessness and benefits (including UCL)	X		Application and Interview
o Data Protection, safeguarding and case work	X		Application and Interview
o Web based communications		X	Application
o Leeds localities, geography & services		X	Application
EDUCATION, TRAINING AND QUALIFICATIONS			
• Professional development in an area relevant to the post will be required. This could be for example: housing, safeguarding, sexual health services, nursing/healthcare, mental health, women's sector, sex work	X		Application
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS			
• Empathy with the needs of stigmatised and marginalised women and the barriers they face accessing housing and other relevant services	X		Application and Interview
• Able to work in a fast- moving environment with multiple deadlines and competing priorities	X		Application and Interview
• Confident, adaptable & with a flexible approach	X		Application and Interview
• Awareness of self care and ability to manage resilience	X		Application and Interview
• Commitment to anti-discriminatory practice and equal opportunities including an ability to apply awareness of diversity issues to all areas of work	X		Application and Interview
• Can work occasional evenings and weekends (incl monthly evening outreach)	X		Application
• Can travel within the geographical area of work (quarterly to London)	X		Application
• Willingness to drive the company van for outreach and other occasions when needed		X	Application

