



## Job Vacancy

### Project Manager

Programme: Healing Conversations

SafeRoots Partnership (Domestic Abuse  
Safe Accommodation)

# About Sister Circle

Sister Circle is a multicultural, women-led charity dedicated to advancing health equity and justice for women from diverse communities living with complex challenges. Our volunteers and staff, many of whom have lived experiences similar to those of the women we serve, build trusted relationships and provide holistic support.

## Our Vision

A future where women's voices and lived experiences are heard, barriers dismantled, and health systems transformed, so every woman can thrive.

## Our Mission

We walk alongside women to create change.

We build trusted relationships that create sustainable transformation for women's wellbeing. Our work is rooted in the lived experience of every woman, during their health journeys.

We meet women where they are, offering a trusting, safe and supportive space at the times when they need it the most.

With person-centred support, advocacy, and community partnerships, women make their choices and determine their own care regardless of their circumstances.

We do this through our programmes:

- Maternity Mates: 1-1 and group based support for women during pregnancy, birth and early years.
- Her Health: dedicated advocacy, support for survivors of gender-based violence.
- Healing Conversations: Perinatal Mental Health peer support and long-term trauma counselling in community languages.

Our Values:

- Trust and Integrity
- Growth and Learning
- Fearlessness
- Working Collaboratively

# Job Advert

Job Title: Project Manager

Location: Hybrid (The Brady Arts and Community Centre, E1 5HU and other community locations across London).

Contract: Fixed Term 2026-2029/Part-Time: 3 days or 4 days

Reports to: Head of Programmes

Salary: FTE £32,000-35,000 (experience dependent)

ProRata:

3 days: £19,800-21,000

4 days: £26,400-28,000

Closing Date: 18.03.2026 (Midday)

How to Apply

CV (maximum of 2 sides of A4) and Cover Letter (maximum 1 side A4).

Your covering letter will tell us why you would like this role, how your experience meets the role requirements and why you would like to join Sister Circle.

Applications without a covering letter and received after the deadline will not be considered.

This post is open to female applicants only as this is deemed a Genuine Occupational Requirement (GOR) for this role under Schedule 9, Paragraph 1 of the Equality Act 2010.

# About the Role

The Project Manager will play a central role in overseeing our contribution to the SafeRoots (DASA) partnership. The role has three deliverables: Providing trauma counselling, peer support for baby loss and birth trauma (Healing Conversations programme) and our Women's Conversation Cafe as part of a wider support offer through our SafeRoots Partnership (Domestic Abuse Safe Accommodation/DASA).

You will:

- bring proven experience and a deep understanding of domestic abuse, other forms of gender-based violence and trauma recovery, enabling you to contribute confidently and compassionately to our trauma-informed and survivor-centred practice.
- ensure women experiencing domestic abuse and other forms of trauma are met with dignity, understanding, and culturally attuned care throughout their healing journey whilst living in safe accommodations.
- work closely with the SafeRoots partnership Project Manager, employed by Nour, one of the partners; as well as with members of the Sister Circle team. Ensuring women referred to Sister Circle receive the support they need, when they need it.

This is a leadership role for someone who can hold space with care and intention, while also driving the SafeRoots DASA project through robust programme management.

Responsibilities include planning and delivery oversight, monitoring and evaluation, reporting, data management, and partnership development with key stakeholders.

The role is as much about connection as coordination.

## About SafeRoots Partnership

The SafeRoots DASA Partnership has been awarded a three-year grant to deliver integrated, trauma-informed, culturally attuned support to minoritised women survivors of domestic abuse who are accessing or have accessed safe accommodation across London.

The SafeRoots DASA Partnership consists of Nour (Lead), Nafsiyat Intercultural Therapy Centre, Sister Circle, Middle Eastern Women & Society Organisation (MEWSO), and Mindworks UK.

This post is funded through the MOPAC-led Domestic Abuse Safe Accommodation (DASA) 'By and For' Grants Fund, administered by the Greater London Authority (GLA).



# Key Competencies

## Project and Performance Management

Proven ability to successfully project manage complex projects within time, budget, and quality specifications while meeting key performance indicators (KPIs).

## Stakeholder Engagement and Collaboration

Experience working with strategic partners, and internal colleagues to strengthen referral and support pathways. Ability to advocate for equitable healthcare.

## Problem-Solving and Service Development

Ability to identify and refine solutions that remove barriers to support for beneficiaries.

## Data Analysis and Impact Reporting

Analysing current and new data generated from the programme, interpreting findings, and presenting reports within agreed timelines. Ability to use data insights to drive programme improvements and demonstrate impact to stakeholders.

# Key Responsibilities

- ✓ **Supporting Women:**
  - Ensure smooth referral pathways into all relevant Sister Circle programmes for continuity of care.
  - Build strong relationships with partner organisations and safe accommodation providers.
  - Hold space in a trauma-aware, compassionate manner.
  
- ✓ **Programme Leadership:**
  - Support and guide the delivery team to deliver high quality, survivor-centred support.
  - Ensure services meet agreed goals while staying rooted in care.
  - Support colleagues with engagement and outreach activities to ensure support offers are accessible to those living in safe accommodations.
  - Maintain honest, collaborative partnership relationships.
  
- ✓ **Planning, Monitoring & Learning:**
  - Develop and update project plans and timelines.
  - Maintain accurate records, data and reporting. Prepare reports for funder and partnership.
  - Support evaluation and continuous learning. Participate in weekly/monthly meetings, sharing progress, challenges, solutions and learnings.

## External Relationships

- Local Authority i.e. Public Health
- Providers of safe accommodation
- Perinatal Mental Health Teams
- VSCE organisations

# Person Specification

## Education and Qualifications

- Degree level qualification or equivalent relevant working experience in community health projects, violence against women and girls, and/or trauma counselling
- Evidence of ongoing and professional development

## Programme and Delivery Experience & Skills

- Ability to plan, manage and deliver programmes within available resources
- Ability to define, scope, plan and implement projects whilst making adjustments determined by need and evidence.
- Proven experience of managing risks and reporting.
- Evidence of managing successful programme/project and/or operational performance and improvement; including the development and monitoring of output and outcome measure.
- Experience monitoring project quality and using feedback to inform service improvement
- Sound understanding of safeguarding policies, procedures and governance
- Good all-round IT skills and proficiency in Microsoft Suite (Outlook, Teams, PowerPoint, Excel, Word) and experience using Canva or similar design tools
- Strong commitment to equality, diversity and inclusion

## Communication and Relationship Building

- Ability to build and maintain trusting relationships with beneficiaries, partners and colleagues
- Ability to work independently and as part of a team
- Confident engaging with a range of stakeholders across community and statutory settings
- Experience working with women with complex needs and/or in vulnerable circumstances
- Ability to communicate sensitively and effectively with diverse communities

## Data, Monitoring and Reporting

- Experience collecting, recording and analysing data
- Ability to monitor outcomes to demonstrate impact
- Ability to create and present outcomes (KPIs) in a written report and presenting at meetings.

## Personal Attributes

- Organised, proactive and reliable
- Empathetic, non-judgemental and values-led approach
- Highly motivated, confident self-starter
- Ability to exercise initiative
- Strong commitment to equality, diversity and inclusion
- Reflective and committed to continuous learning and development



# Job Benefits

- Annual Leave entitlement: 25 days (pro rata) + Bank Holidays
- Pension scheme with 5% employer contributions, after passing probationary period
- Monthly Wellbeing Time (total of 6 additional days annually for fulltime staff and pro rata for part-time staff)
- Employee Assistance Programme: 6 counselling sessions per year, virtual GP access, legal advice + money back on medical appointments e.g. opticians, hospital stay + Perk Box offering discounts/money off restaurants, retailers (from 1<sup>st</sup> April 2026)
- Reflective Practice monthly sessions with clinician
- Emergency and Carer's Leave 5 days for full-time and pro rata for part-time employees

# Terms and Conditions

- Working hours 9:00am to 5:00pm, or 9:30am–5:30pm, Monday to Friday with one hour per day for lunch. This role will occasionally involve some evening work.
- Requirement of minimum 2 days per week in the office. To meet the needs of the programme you may be required from time to time to work at different locations to your normal place of work, evenings and within other areas of Sister Circle. This job description covers the primary responsibilities but may not include all tasks required. You may be asked to take on additional or different duties as needed.
- DBS requirement: appointments to this post is subject to an up-to-date, satisfactory, enhanced DBS check with a check against the barred list for adults and children.
- The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. References will be requested with placement offer.
- This post is open to female applicants only as this is deemed a Genuine Occupational Requirement (GOR) for this role under Schedule 9, Paragraph 1 of the Equality Act 2010.



Address:  
Brady Community Centre  
192 Hanbury Street  
London  
E1 5HU

Phone:  
020 7377 9644

Email:  
[hello@sistercircle.org.uk](mailto:hello@sistercircle.org.uk)

Website:  
[www.sistercircle.org.uk](http://www.sistercircle.org.uk)



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