

The Esther Project Lead

Outreach, Networking, Training, Research, Volunteers

The Esther Project Lead is responsible for the development, implementation and running of The Esther Project, management of the TEP Team and for the development of our network and partnership work.

Line Manager: Operations Manager

Hours/Days: Full Time (35 hours per week, Monday to Friday)

Salary: £15.90

Start date: September 2024

Contract: One year fixed term, to be extended, subject to funding

Location: Yada Offices, West Worthing

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Key responsibilities:

Outreach: The Esther Project

- Implement strategy for development of The Esther Project
- Oversee Netreach (online outreach), initial contact, visits to service users and manage ongoing contact, ensuring data protection and PECR/GDPR guidelines are adhered to
- Review risk assessments and safety plans for outreach
- Ensure all outreach materials and resources are up to date and available for staff and volunteers
- Manage referrals in and out of TEP, including management of own caseload and allocation of referrals within the Outreach Team
- Keep an up-to-date record of all visits on Lamplight, and any further actions needed
- Manage Monitoring and Evaluation of TEP
- Oversee management and support with delivery of TEP workshops
- Oversee in-house counselling process and monitoring
- Line management of TEP Outreach staff inc monthly supervision
- To host monthly TEP Team meetings
- Assist in the training of all staff and volunteers for TEP
- Act as Yada's First Aider (training provided)

Network, Training, Research & Learning

- To work alongside the Training Lead on developing and delivering training around supporting women in the sex industry
- To build and maintain strong connections with local services, especially in relation to TEP including Probation, Prison Services, Council, Police, homelessness, domestic violence, mental health and substance misuse charities

- Attend monthly partner drop-ins across coastal West Sussex
- To keep up-to-date with research that is relevant to the field and allow this to inform practice of the Yada team
- Represent TEP at partner meetings e.g. Arun Drug Harm Reduction meeting
- Support monthly review of Yada policy in relation to TEP
- Support outreach work with local Police
- Support Yada partnership development with Sussex Police
- With the Operations Manager, when appropriate, represent TEP on regular Sussex wide network meetings such as Sussex Police Sex Working Portfolio & Subgroup and Pan Sussex Sexual Violence/Abuse (SVA) meeting

TEP Volunteer Coordinator

- To ensure that all aspects of the recruitment, selection and induction process of TEP volunteers functions effectively and safely
- To manage TEP volunteer rota for netreach
- To advertise new posts and oversee the selection process
- To take a lead on interviews and follow up of applications
- To liaise with Yada Operations Manager to ensure DBS checks are up to date
- To run and manage TEP volunteer induction process
- Support development and regular review of the volunteer policy
- To offer regular training and supervision for TEP volunteers

Other Duties

- To support the Yada Operations Manager with strategy and the development of Yada
- To attend monthly team meetings and be an active member in decision making for Yada's future
- To prepare TEP reports for quarterly Trustee meetings and fundraising feedback reports

Person Specification

Essential

- Experience of working with vulnerable women such as within homelessness sector
- Excellent communication and listening skills
- Level 2 Counselling Skills or equivalent
- Highly organised, able to manage workload unsupervised
- Willingness and openness to learn
- Ability to think strategically
- Ability to work independently and lead/manage a small team
- Ability to build strong relationships and partnerships
- Ability to monitor and evaluate project outcomes
- Initiative to develop and try out new ideas
- Comfortable with change
- Developed sense of self-awareness and ability to work with different points of view
- Able to work within Yada's vision, mission and Christian ethos
- Driving Licence and own transport
- Strong IT skills (Word, Excel, Database)

Desirable

- Experience of working with women in the sex industry
- Experience of safeguarding policies and procedures
- Experience of drop-in and or 1:1 case work
- Experience of delivering training/presentations/workshops
- Experience of maintaining clear boundaries, crisis management skills and ability to cope with stressful client based situations
- Experience of working within a trauma and gender informed approach
- Experience of conducting/recording online research
- Experience of managing volunteers
- An understanding of current issues around the sex industry and sexual exploitation
- Qualification in counselling, social work, nursing, mental health, probation and/or significant work/life experience
- First Aid training

Please send a CV and cover letter, addressing the job description and person specification, to helen@yadauk.org by midnight on Thursday 18th July 2024. Initial interviews will take place during the week commencing Monday 22nd July 2024.