

May 2024

Dear Applicant,

Women and Girls Network Application Pack for the role of Pan-London Specialist Housing Caseworker (Female Applicants Only)

This pack includes information about WGN, the Pan-London Specialist Housing Caseworker opportunity and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us.

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to recruitment@wgn.org.uk by 9am on Monday 10th June 2024. Interviews are expected to take place remotely on Wednesday 19th June 2024, but please note dates may be subject to change.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

Iffy Williams
Director of Services



Empowerment, healing and transformation for women moving on from violence

Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

The London Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides



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tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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Pan-London Specialist Housing Caseworker (Female Applicants Only)

Starting salary £30,000 per annum | 35 hours per week (Full-time) | Permanent

This role will involve hybrid working from home and WGN offices, as well as travel across London and community based working as determined by service user and service delivery requirements.

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

We are now looking for an experienced and dynamic Pan-London Specialist Housing Caseworker to join our highly successful Advice Casework Service.

The Advice Casework Service provides trauma-informed, intersectional, woman-centred, rights and strengths-based advocacy and advice that supports survivors on their unique journey of healing and growth. The work is delivered through a commitment to an anti-oppressive, feminist framework that strives to address additional barriers and meet the diverse range of survivors needs, understanding the specific support needs of each survivor. We are passionate about social justice and being part of dismantling systems and structures which oppress survivors, and Caseworkers play a key role in identifying current issues affecting survivors in London and opportunities for change.

As a Caseworker you will work with young women (18-30) who have experienced any form of violence against women and girls (VAWG), providing medium and long-term practical, emotional and advocacy support. You will amplify young women's voices and create a non-judgemental and creative space where survivors are free to be their authentic selves, safely explore their rights, options and impact of their experiences, and make informed choices about their future. You will manage a caseload of young women, as well as lead in delivering our one-off drop-in specialist practical support to sessions to young women as part of the Voice and Choice Project.

The ideal candidate will be experienced in providing specialist advocacy support to young people, have an excellent insight into the needs of survivors of VAWG and to be passionate about delivering creative face-to-face sessions to young people. If you have the required skills and are passionate about supporting survivors, we would love to hear from you.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme, as well as the opportunity to work with a leading multi-cultural, women-led feminist charity.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian and Ethnic communities.

For further information, please visit www.wgn.org.uk/support-us/work-with-us.

Deadline for applications: 9am on Monday 10th June 2024

Interviews are expected to take place remotely on Wednesday 19th June 2024, however please note dates may be subject to change.

This post is subject to satisfactory references and DBS check.
WGN is an equal opportunities employer.
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



Pan-London Specialist Housing Caseworker

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| Job title: | Pan-London Specialist Housing Caseworker (Female Applicants Only) |
| Team: | Advice Services |
| Reporting to: | Advice Casework Manager |
| Location: | This role will involve a combination of regular office based work (in Vauxhall, as well as travel across London), community based and remote working as determined by service user and service delivery requirements |

Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose

- To provide direct and dedicated 1-1 housing support to young women who have experienced or at risk of any form of Violence against Women and Girls (VAWG).
- To provide specialist housing advice and consultation to professionals who are supporting young women survivors of VAWG, aimed at enhancing best practice among all organisation and systems young women may engage with.
- To provide specialist housing training to professionals.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

Responsibilities:

Advice, Advocacy and Support

1. Develop and deliver empowering & creative bespoke packages of housing advocacy to a caseload of young women-affected by / at risk of VAWG.
2. Address the multiple impacts of VAWG by working with young women to identify and address all areas of need including but not limited to: mental health, emotional, spiritual, physical, sexual and reproductive health and wellbeing, social functioning and life skills, housing and immigration.



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3. Work alongside young women to develop and enhance self-protective factors increasing self-esteem, confidence and safety planning skills.
4. Deliver WGN's Voice & Choice informed choices surgeries, providing one off support, equipping young women with information, skills and resources they need to make informed choices, access services, access their rights and to have their voices heard.

Safeguarding & risk:

1. Maintain confidentiality for young women, in line with WGN's Safeguarding Policy.
2. Assess safeguarding concerns and discuss these concerns with appropriate safeguarding leads, taking appropriate and timely action as required by WGN's safeguarding procedure.
3. Work alongside young women to maximize self-protective strategies to ensure stability, manage risk and establish wellbeing.
4. Support young women through safeguarding processes where appropriate, ensuring transparency and that they are kept informed at all times.
5. Understand the nuanced nature of risk assessment and risk manifestation, working with young women and local agencies to develop a shared understanding of risk, negotiating robust risk management plans to maximise external protective factors.
6. Utilise a multi-agency approach, working with voluntary and statutory professional networks surrounding young women, including social care, education, youth justice services, police, etc.
7. Provide expert contributions to relevant multi-agency child safeguarding systems and forums, including child protection conferences and Child Sexual Exploitation strategy meetings.

Voice

1. Working in partnership with young women to co-produce resources and programmes, providing platforms for young women voices to be heard.
2. At all times working within an intersectional framework, considering the diverse and sometimes conflicting needs of young women, tailoring the service to widen access and ensure individual and community needs are met.
3. Adapting and tailoring resources and forms for young women to ensure they are able to access and feel confident using the service.

Case Management and Monitoring

1. Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role, organisational policies and procedures and legislation.
2. Complete monitoring and evaluation information for all clients in line with funding expectations and organisational policies and procedures.



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3. Inform young women about how they can complain or feedback about the service in line with organisational policy.
4. Attend and make effective use of line management, case management and clinical supervision.

Partnership Working and Strengthening Practice

1. Develop and maintain good working relationships and referral pathways with Local Authorities and Housing/Homelessness agencies.
2. Develop the service to address unmet needs by creating strong partnerships with specialist services.
3. Support research and institutional advocacy initiatives that evidence and challenge the institutional failures and systemic injustices faced by young women survivors of VAWG.
4. Actively contributing to the development and creation of a trauma-informed working environment and a feminist ethos of care and support.
5. Ensuring the projects high profile and visibility are maintained across London, identifying key partners and locations in which further promotion should take place.

General Responsibilities

1. Actively contribute to the values, principles, and ethos of the organisation and models of best practice for working within feminist protocols and principles.
2. To work within WGN's specialist 'Holistic Empowerment Recovery Model' for survivors of gender-based violence; a gender responsive, trauma focused, strengths and evidence-based model.
3. Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
4. Promote the aims and objectives of WGN.
5. Share information and expertise to build a strong team and enhance the knowledge base of WGN, including contributing to WGN team meetings as required;
6. Work occasional evenings and weekends as required by the post.

Other duties (consistent with the seniority of the post) may be added from time to time to achieve WGN's objectives in consultation with the post holder.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.



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Variation Clause

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

Exemption

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

Pan-London Specialist Housing Caseworker – Person Specification

| Qualifications & Experience | Criteria |
|---|-----------------|
| In-depth working knowledge and experience of assessing and responding to needs, risk and safeguarding concerns. | Essential |
| Experience of multi-agency partnership working. | Essential |
| Demonstrable track record of combating discrimination and actively promoting equality and good diversity practice | Essential |
| A clear understanding of impact of VAWG on young women & girls within society. | Essential |
| Experience of managing a busy caseload, working under pressure and prioritising workload | Desirable |
| Experience of working with young women/girls, or similar, transferable skills of providing support within other sectors. | Desirable |
| Knowledge | Criteria |
| An in-depth knowledge and understanding of the housing options available to young women & girls affected by VAWG. | Essential |
| A clear understanding of the barriers young women from diverse communities face in disclosing VAWG and accessing housing support. | Essential |
| An in-depth knowledge of housing and homelessness legislation | Essential |
| Strong working knowledge of safeguarding legislation and practice | Desirable |
| Skills & Attitude | Criteria |
| Ability to form good working relationships and maintain professional boundaries with survivors | Essential |
| Proven ability of effectively engaging with survivors’ face to face and over the phone, establishing rapport and showing empathy. | Essential |
| Ability to develop and deliver housing related training to professionals | Essential |
| Ability and aspiration to work and thrive within a multi-cultural, feminist environment and framework. | Essential |
| Excellent written and verbal communication skills. | Essential |
| Good organisational and ICT skills. | Essential |
| Commitment to actively challenge discrimination and oppression and work within the values, ethos, mission and policies of WGN. | Essential |
| Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls. | Essential |
| A commitment to developing your own learning and professional development and willingness and ability to critically develop own practice. | Essential |

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| Ability and willingness to travel across London as required. | Essential |
| Ability to deliver creative and meaningful interventions and services that engage, motivate and effect change in survivor's lives. | Desirable |
| Ability to present an uncompromising analysis of VAWG in all forms. | Desirable |
| A flexible approach to work and willingness to undertake any other duty commensurable, including occasional evening and weekend work as required by the role | Desirable |
| Others | Criteria |
| Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity. | Essential |
| Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence. | Desirable |