

Job Description

Job Title	Young Women & Girls Groupworker – Therapeutic Services
Responsible to	Service Delivery Manager
Responsible for	N/A
Hours	21 hours per week You will be required to work a flexible work pattern to support staff and respond to the needs of the service. Some evening work will be required.
Salary	WT Band 2, £27,000 – 35,500 FTE per annum (pro rata)
Contract	Permanent
Location	Woman's Trust premises including co-location with statutory partners and community partnership locations. Woman's Trust operates a hybrid working model with a minimum of 50% to be on-site
Date Revised	July 2026

This job description may change to reflect the changing requirements of the role.

About Woman's Trust

The charity was established in 1996 to meet the gap in specialist mental health services, is led by and for women and aims to ensure that women affected by domestic abuse can live a life free from further harm and abuse. Our approach is trauma-informed and person-centred, empowering survivors on their journey to recovery from the trauma. We are committed to a positive, inclusive and equitable environment for our staff, service users and volunteers.

Alongside delivering our existing 1-1 counselling, self-development workshops and therapeutic support groups for women who have experienced domestic abuse, we are focused on developing our innovative mental health services for young women and girls, delivering new peer-led support groups and providing therapeutic groups to children and their mothers. We are also committed to developing further awareness-raising workshops and training for professionals, building on our research and policy to improve systems nationally.

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Purpose

The postholder will deliver therapeutic groupwork and short-term counselling to young women and girls aged 16–25 who are affected by, or at risk of, domestic abuse and related forms of gender-based violence.

The role combines psycho-educational group facilitation, one-to-one counselling, and outreach/engagement work, contributing to improved emotional wellbeing, confidence, and self-esteem among participants. All services are delivered within a client-led, trauma-informed and Person-Centred/Humanistic framework, and a strong commitment to this approach is essential.

Responsibilities and Duties

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to undertake any other duties commensurate with this post.

Therapeutic Groupwork & Counselling

- Plan, develop and facilitate psycho-educational and therapeutic group sessions for young women and girls affected by or at risk of domestic abuse.
- Deliver short-term, one-to-one counselling to young women on the counselling waiting list, in line with the Person-Centred approach.
- Conduct initial assessments, reviews, and exit sessions where appropriate.
- Build safe, empowering and trauma-informed spaces that support emotional expression, reflection, and resilience.
- Identify risk and respond appropriately, including crisis intervention and safeguarding procedures.

Engagement, Support & Referrals

- Engage service users prior to, during, and following groupwork or counselling to promote participation and retention.
- Provide information, emotional support, and signposting/referrals to internal and external services as appropriate.
- Work collaboratively with partner agencies as part of multi-agency responses to domestic abuse.

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3. Monitoring, Evaluation & Reporting

- Monitor outcomes and impact through feedback, questionnaires, and consultation with service users.
- Maintain accurate, confidential case records and statistical data in line with organisational policies.
- Contribute to reports for internal use, funders, and external stakeholders as required.

4. Outreach & Development

- Carry out outreach work to raise awareness of domestic abuse and issues affecting young women and girls.
- Assist with planning and facilitating focus groups with young women and girls.
- Participate in service development, planning days, and strategy discussions.
- Represent the organisation at meetings, networks, and events when required.

Administration

1. Respond quickly and appropriately to all enquiries
2. Ensure the smooth running of the groupwork programme
3. Be co-responsible for mail-shots publicity, promotion, booking and administration of the support groups to individuals and agencies.
4. Keep monitoring and statistical information as agreed with the Management Committee/Line Manager, ensuring confidentiality as appropriate.
5. Provide reports as required for the Line Manager, the Management Committee and the funders
6. Provide office cover as required
7. Provide help, advice and information to women and individuals contacting the WT office.
8. Participate in strategy days, planning exercises and assist in the development of WT services.
9. Ensure volunteers are effectively supported and integrated into work of the team.
10. Undertake training and ensure your knowledge is up to date and where relevant shared with your team

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11. Ensure that all appropriate statistical and other records are maintained and that services meet monitoring and evaluation deadlines, including providing case studies, contributing to reports and other relevant information to monitoring returns for funding streams relevant to the role;
12. Work within, support and implement systems to ensure accountability within multi-agency framework.

13. General Duties

- At all times protect the safety and security of Woman's Trust service users, staff, volunteers and visitors.
- Uphold the rights of women and children affected by domestic abuse.
- Adhere to all Woman's Trust policies including Safeguarding, Health & Safety, Equality, Diversity and Inclusion, Data Protection and Confidentiality.
- Participate in supervision, appraisal, training and team meetings.
- Participate in strategy days, planning exercises and organisational development activities.
- Undertake any other duties appropriate to the grade and character of the role.

Safeguarding Children and Vulnerable Adults

- Participate in safeguarding children and vulnerable adults in accordance with Woman's Trust policies and procedures.
- Support safeguarding compliance through effective administration of DBS processes and records.
- Maintain awareness of safeguarding legislation and best practice.

Contribute to the high-performance and work of the Woman's Trust Team

- Contribute effectively to team working and organisational objectives.
- Promote continuous improvement in systems and processes.
- Ensure organisational standards, policies and procedures are followed.
- Support a positive, collaborative and trauma-informed working culture.
- Contribute to equality, diversity and inclusion across all areas of work.

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Values, Behaviours & Competencies

- Committed to the purpose and values of Woman's Trust.
- Understanding of trauma-informed and survivor-centred practice.
- Flexible and open to new challenges, ideas and experiences, and able to be self-reflective
- Organised, proactive and solutions focused.
- High levels of integrity and accountability.
- Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work
- Able to work with sensitivity, professionalism and discretion.
- Collaborative, building relationships with internal and external partners.
- Committed to continuous learning and improvement.

OTHER:

1. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

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Agreement to Job Description by candidate accepting the job offer:

In accepting the offer of employment by WT, I agree to work to this Job Description and understand that this may change to reflect changing requirements of this role.

Name:	Signature:
Date:	Start date:

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PERSON SPECIFICATION – Young Women & Girls Groupworker

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for each of the Person Specification criteria.

Essential Experience	<ul style="list-style-type: none"> • Experience supporting young women and/or girls. • Experience planning and delivering groupwork or workshops, preferably on trauma-related topics. • Experience providing counselling to vulnerable clients. • Experience working with domestic abuse and gender-based violence. • Experience practising within a Trauma-Informed, Person-Centred/Humanistic framework, ideally in both one-to-one and group settings.
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of domestic abuse and its impact on women and girls. • Knowledge of confidentiality, data protection, and ethical record keeping. • Awareness of anti-discriminatory and intersectional practice. • Understanding of the social and political context of violence against women and girls. • Knowledge of safeguarding, risk assessment, and crisis management. • Confidence in delivering services remotely (phone/online platforms).
Skills and Abilities	<ul style="list-style-type: none"> • Strong verbal and written communication skills. • Ability to build effective therapeutic relationships within short-term frameworks. • Ability to work flexibly and respond to complex or crisis situations. • Good organisational and time-management skills. • Ability to work both independently and as part of a small team. • Competence in IT systems, including Microsoft Office and case management databases.

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Attitudes and Values	<ul style="list-style-type: none"> • Commitment to feminist, empowerment-based and client-led practice. • Sensitivity to the lived experiences of women and girls affected by abuse. • Strong commitment to equality, diversity, and anti-oppressive practice. • Willingness to engage in supervision, reflective practice, and ongoing professional development.
Qualifications	<ul style="list-style-type: none"> • Level 4 Diploma (minimum) in Person-Centred/Humanistic Counselling or equivalent. • BACP registered. • Minimum of 1-year post-qualification counselling experience- (type/level of experience will be assessed)
Desirable	<ul style="list-style-type: none"> • Knowledge of statutory and voluntary sector services for survivors of domestic abuse. • Experience working with Black and minoritised women and girls. • Experience of outreach or community-based work.
DBS/Police clearance	<p>An enhanced DBS clearance is required for this role. Police vetting Clearance may also be required.</p>