**Job Description**

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| **Job title**: | **Navigation and Support Worker (CLLD) – Employment, Training and Employment** |
| **Responsible to**: | Service Delivery Manager |
| **Responsible for**: | Not Applicable |
| **Hours of Work:** | 28 hrs per week, including some unsociable hours |
| **End of Contract Date** | End of Dec. 2022 |
| **Location:** | Office base and outreach work in Leeds area |
| **Salary and benefits:** | £25,845 p.a.  Holiday entitlement is 27 days p.a. pro rata plus bank holidays  4% contributing pension |

# Job Purpose

To provide appropriate emotional and practical support to women involved in sex work who are considering and feel ready to transition into accessing training, volunteering and/or alternative employment. Working within a rights based and harm reduction ethos, you will be supporting women to access and engage with services, making appropriate referrals for women who require holistic emotional and/or practical support and providing intensive 1-2-1 work as well as group work with the aim of accessing employment training or volunteering. Key to this role is building skills, addressing the stigma and discrimination faced by women and the impact this has on their confidence as well as removing any other barriers to enter the employment market. The role will also involve liaising with key agencies offering direct access employment opportunities to people who are likely to face additional barriers.

# Department/team

Our services in Leeds provide support to adult women (those identifying as women/non- binary) involved in all aspects of the sex industry and women who have been sexually exploited. The postholder will provide support to women identified as having experience (current or non current) of sexual violence. The team work 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.

# Duties and key responsibilities

## Delivery

* 1. Ensure that sex workers have access to holistic services as well as those specifically related to finding employment, in line with funder expectations and client need; working intensively with a small group of women in partnership with colleagues and partner agencies
  2. Provide harm reduction interventions to women to empower them to engage in safer working practices for those who identify as sex workers
  3. Take responsibility for co-ordinating and delivering joint partnership working to sex workers in order to reduce harm and enable positive change
  4. Ensure that safeguarding practice is embedded within working practices including work on boundaries and resolution of conflict to provide positive spaces/activities for women ’
  5. Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary.
  6. Advocate for sex workers, challenging discrimination, exclusion and stigma both for individuals and within the wider community
  7. Ensure the service maintains it’s strict confidentiality and protects the data of those accessing the service, sharing information to minimise harm& co-ordinate support where necessary

## Monitoring and Evaluation

* 1. Ensure ongoing recording and monitoring of project outputs and outcomes
  2. Manage engagement and outcome data, inputting data onto the database and collating information to produce relevant reports.
  3. Responsible for gathering feedback from women supported on the service and any improvements suggested
  4. Support analysis of data to review service delivery

## Budget

* 1. Support the Service Delivery Manager to ensure the project is delivered within the budget
  2. Provide timely information to the Service Delivery Manager to ensure that the project budget is created and effectively managed.

## Partnership engagement and management

* 1. Ensure the maintenance and development of excellent partnership working relationships with professionals, organisations and other key stakeholders.
  2. Support the Service Delivery Manager to maintain relationships with all relevant external stakeholders and organisations.
  3. Ensure effective representation at external meetings and events to facilitate improved understanding of sex work and related issues

## Communications

* 1. Support Service Delivery Manager in developing relationships with local and national press
  2. Collaborate with the Service Delivery Manager in ensuring that social media is effectively used.
  3. Ensure that information/publicity with regards to service outcomes is kept updated.

## General Responsibilities

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

# PERSON SPECIFICATION

**EXPERIENCE**

* Relevant recent experience working in the women’s, mental health, sexual violence, intensive support or sex work sector.
* A minimum of 3 years’ experience of working with women with multiple and complex needs (desirable)
* Experience of multi-agency partnership working (essential)
* Developing, planning and delivering group work programmes
* Experience of working in a complex environment, actively managing risk and following case management procedures to meet the needs of a diverse and vulnerable client group (essential)
* Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women’s sectors (desirable)
* Planning, co-ordination and delivery of projects (desirable). .
* Ensuring effective collection, collation and reporting of information (essential)

# SKILLS AND ABILITIES (all essential)

* The ability to build relationships with women with intensive support needs
* Empathy with the needs of stigmatised and marginalised women and the barriers they face
* The ability to build trusted, non-judgemental relationships with women
* Organised and meticulous with an ability to maintain effective record keeping systems
* An understanding of how to take a rights based approach, enabling dignity, choice, respect, privacy and fulfilment into practice in a support setting
* The ability to complete risk assessments, needs assessments and support plans
* Effective communication skills both in writing and verbal.
* Can engage and motivate others using a trauma-informed approach
* Trustworthy and work with integrity within our policy and values framework
* Exercise judgement and thinking in order to plan day to day issues in service delivery
* The ability to learn new skills and a commitment to learning in the workplace
* Can troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively.
* Writing skills - production of monitoring reports and the ability to write succinct documents on complex areas.
* IT skills at a level that supports report writing, email, internet use, presentations and data input (Excell and Word) as well as digital engagement techniques (social media, whatsapp, live chat, Teams and Zoom)
* Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners.

# Ability to stay focused and efficient in the face on changing priorities.

KNOWLEDGE

* Best practice guidance and research relating to:
* Sex worker rights and legislation (working knowledge only)
* Understanding of criminal justice and multi-agency procedures (working knowledge essential)
* Data Protection, safeguarding and case work (working knowledge essential)
* Use of case management systems and writing reports (essential)
* Web based communications. (desirable)
* Leeds localities, geography & services (desirable)

EDUCATION/TRAINING/QUALIFICATIONS

* No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. This could be for example: sexual health services, nursing/healthcare, mental health, women’s sector, sex work

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

* Confident, adaptable & with a flexible approach
* A commitment to developing an understanding of how to take a rights-based approach, which enables dignity, choice, respect and privacy
* Awareness of self-care and ability to manage resilience
* Able to work in a fast-moving environment with multiple deadlines.
* Can travel extensively within the geographical area of work (Leeds)
* Can work some evenings and weekends
* Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work including a non-judgemental approach to sex work, trans rights and a zero -tolerance approach to racism
* The postholder will need to have a full, clean, driving licence and full-time access to a vehicle