

Job title:	Navigation & Support Worker (DVA & Housing) – Maternity Cover
Responsible to:	Operations Manager
Responsible for:	n/a
Hours of Work:	35 hours per week, including some unsociable hours
Location:	Office based and outreach work in Leeds area
Salary and:	£30,084 p.a
Staff Benefits	<ul style="list-style-type: none"> • 27 Days Annual Leave • Paid monthly External Supervision • 4% contributing pension • Employee Assistance Program • Favourable sick pay

The Team

Our services in Leeds provide support to adult women (identifying as women) and non- binary people involved in all aspects of the sex industry or who are experiencing exploitation. The team work to Basis’ organisational values, taking a rights-based approach and provide evidence-based services to enable and empower women to make informed 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.

The Job

To provide appropriate emotional and practical support to women and non -binary people in the sex industry and/or those who are being sexually exploited with a specific focus on those who are homeless and experiencing domestic violence and abuse. The women we support require intensive practical and emotional support as well as support navigating health and other social care or criminal justice systems. The women will have poor mental or physical health, experience with homelessness and of the criminal justice system, are often victims of sexual and/or domestic abuse and many are homeless. This post specifically will focus on domestic violence and their housing needs including where possible access to a home. Working within a harm reduction ethos prioritising women’s safety and wellbeing, the intensive personalized supported will help women to access other services making appropriate referrals for women who wish to make changes, including exiting/transitioning out of sex work. You will be responsible for ensuring that women with varying needs are supported effectively throughout their pathway of support with Basis and partners, advocating for and with the women you are working with including where necessary challenging stigma and judgement women face.

Job Description

1. Delivery

- Oversee a relatively low caseload of women who require or access intensive support with a specific focus on domestic abuse and their housing needs to ensure women's needs are met throughout the pathway of support.
- Ensure that safeguarding practice is embedded within working practices, including work on boundaries and resolution of conflict to provide positive spaces/activities for women.
- Ensure that women have access to services in line with funder and clients' needs and wishes.
- Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary
- Provide harm reduction interventions to women to empower them to engage in safer working practices.
- To be on a rota to deliver/lead evening outreach services, which includes driving our outreach vehicle (campervan – manual gear).
- Lead drop-in session on a rota basis.
- Ensure women have access to services through a variety of means, i.e. face to face, digital engagement, outreach, etc.
- Take responsibility for co-ordinating and delivering partnership working to sex workers and women experiencing exploitation to reduce harm, develop positive responses to the women and enable positive change, including transition into wider community-based support.
- Ensure that safeguarding practice is embedded within working practices to effectively support those 'at risk'
- Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary.
- Advocate for sex workers, challenging discrimination, exclusion and stigma both for individuals and within the wider community
- Work proactively with volunteers and peers to delivery well-co-ordinated drop-in sessions and outreach services on a rota basis.
- Ensure the service maintains its strict confidentiality and protects the data of those accessing the service, sharing information to minimise harm & co-ordinate support where necessary

2. Monitoring and Evaluation

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

3. Budget

- Support the Operations Manager to ensure the project is delivered within the budget
- Provide timely information to the Operations Manager to ensure that the project budget is created and effectively managed.

4. Partnership engagement and management

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

5. Communications

- Collaborate with the Communications and Fundraising Coordinator in ensuring that social media is effectively used in line with social media policies.
- Ensure that information/publicity with regards to service outcomes is kept updated.
- Engage proactively with digital engagement and social media where required to ensure women across the sex industry can access services.

6. General Responsibilities

- Contribute to team meetings and organisational priorities, strategic goals and performance targets
- Support volunteers who work alongside you.
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Be flexible within the broad remit of the post
- Ensure that finance and resources are used effectively and within budget
- Work collaboratively on projects and priorities with your line manager which may vary from time to time
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- Abide by organisational policies and practices, and our values
- Support diversity and equality of opportunity in the workplace.
- Ensure that effective safeguarding procedures are in place and are acted upon
- To drive the company van for outreach and other occasions when needed

Person Specifications	Essential or Desirable?	Where Evidenced?
EXPERIENCE		
Relevant 2 years recent experience of working with women who require intensive support on a 1 to 1 basis, or work within in the sex work sector	Essential	Application
A minimum of 3 years’ experience of working with women with intensive support needs including those with experience of homelessness and have or are experiencing domestic abuse.	Desirable	Application
Experience of multi-agency partnership working	Desirable	Application
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	Application
Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership, women’s or homeless ness sectors.	Desirable	Application
Ensuring effective collection, collation and reporting of information	Essential	Application
SKILLS AND ABILITIES		
The ability to build relationships with women with intense support needs and/or diverse, marginalised communities	Essential	Application
Organised and meticulous with an ability to maintain effective record keeping systems	Essential	App/Interview
An understanding of how to take a rights-based approach, enabling dignity, choice, respect, privacy and fulfilment into practice in a support setting	Essential	App/Interview
Empathy with the needs of stigmatised and marginalised women and the barriers they face	Essential	Application
Can engage and motivate others, understanding group dynamics, boundaries and conflict in a drop-in environment	Desirable	Application
The ability to complete risk assessments, needs assessments and support plans	Essential	Application
Effective communication skills both in writing and verbal	Essential	App/interview
Can engage and motivate others	Essential	App/interview
Trustworthy and work with integrity within our policy and values framework	Essential	App/interview
Exercise judgement and thinking in order to plan day to day issues in service delivery	Essential	App/interview
The ability to learn new skills and a commitment to learning in the workplace	Essential	App/interview

Can troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively	Essential	App/interview
IT skills at a level that supports efficient report writing, email, internet use, presentations and data input (Excel and Power Point), as well as digital engagement techniques (use of social media, WhatsApp, live chat, Zoom , Teams etc.)	Essential	Application
Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners	Essential	App/interview
Ability to stay focused and efficient in the face on changing priorities	Essential	App/interview
KNOWLEDGE		
Sex worker rights and legislation (Leeds and national)	Desirable	Application
Working knowledge of Data Protection, safeguarding and case work	Essential	Application
Leeds localities, geography & services	Desirable	Application
EDUCATION, TRAINING AND 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, women's sector, sex work although other areas will be considered	Application	
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS		
Confident, adaptable & with a flexible approach	Essential	Application/Interview
Awareness of self-care and ability to manage resilience	Essential	Application/Interview
Able to work in a fast-moving environment with multiple deadlines.	Desirable	Application/Interview
Can travel extensively within the geographical area of work (Leeds)	Essential	Application/Interview
Can work some evenings and weekends	Essential	Application
Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work including a non-judgmental approach to sex work, trans rights and a zero-tolerance approach to racism.	Essential	Application

The postholder will need to have a full, clean, driving licence and full-time access to a vehicle	Essential	Application
Can drive a campervan (normal licence) with a manual gear box	Essential	Application

