



LANCASHIRE WOMEN

are hiring

Our vision

Where all women and girls in Lancashire are valued and treated as equals.

Our mission

To empower women and girls to be able to transform their lives by bringing them together to

- find their voice
- share experiences and understanding
- develop their knowledge and skills
- challenge stereotypes and misconceptions about them

...so that they can have choices in becoming the individuals they want to be.

**Project Coordinator
'Enhanced Through the Gate'**

About us

Operating for over thirty years, Lancashire Women (LW) provide a network of five female only centres to provide safe, dedicated female only space for women across the county. We provide a 'One Stop Shop Service' for women, bringing together a range of services under one roof, designed to support women who at any one time may be facing a range of issues including social isolation and exclusion, homelessness, poverty, mental ill health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs. Following a period of significant growth, we are looking ahead to ensure that our services continue to meet women's needs and retain women's voices and experiences at the heart of their design.

Whilst our delivery draws upon three decades of practical experience in supporting women - and is an approach recognised nationally for its effectiveness and impact - we are working hard to ensure that we continue to innovate in our use of knowledge, data, resources, collaboration and service design techniques to allow us to develop the most effective services for women and girls in our community.

Overview of the role

Lancashire Women's Justice and Safety team is currently expanding and developing their provision across the county, with a key focus on establishing resettlement links and initial project pathways for our female clients, beginning pre-release, within HMP Styal. The post holder will be required to deliver, and coordinate the delivery of, a range of projects as part of the Enhanced Through the Gate (ETTG) project in order to effectively prepare clients for their release into the community (to be supported by LW's community based services).

Lancashire Women's approach to this exciting new project is holistic, with the overarching aim that each stage of the clients journey through the Criminal Justice System is as supported as possible - pre, during and post release. The successful candidate will be joining a dynamic, passionate and well established team of 8 Community Caseworkers, 2 Team Leaders and a Head of Programme who are working across Lancashire to achieve this goal. The Project Coordinator will support our Justice and Safety team in the crucial first stages of the clients' journey with us, whilst at HMP Styal.

This project co-ordinator role includes line management responsibilities for one part-time Custody Caseworker, also based within HMP Styal, as part of the ETTG project.

Our values

- **Empowering:** we work to build on the strengths that all women & girls have so that they can become more confident, especially in controlling their own life and claiming their rights.
- **Non judgemental:** we accept each woman exactly as they are and genuinely make no moral judgement about their situation.
- **Honest:** we try to be real with all the women & girls we work with so they can have choices about their lives knowing that they will need courage to make changes that will benefit them and those around them.
- **Creative:** in our approach to supporting women & girls and seeking solutions with them for the challenges they face.
- **Collaborative:** we know we learn more and can achieve more when we work together.

Main duties

- Enhanced Through the Gate (ETTG) project coordination based in HMP Styal, creating and maintaining essential links with internal and external partners (mental health, DWP, prison staff, Probation/CRC, local resettlement partners and LW community colleagues), working to support women move positively towards their release.
- Ensuring internal and external partners understand and support delivery of the project outcomes
- Contribute to the development of successful processes in relation to LW's communication and work processes within HMP Styal.
- Work flexibly and responsively to develop innovative ways of engaging vulnerable individuals
- Work both 1-1 and in small group settings as appropriate to casework female clients within a prison setting
- Assessment, Monitoring and Evaluation - coordinate data capture relevant to the area of activity to evidence effectiveness
- Demonstrate strong IT skills, and an ability to learn to work across a number of IT databases (to include LW and Prison/Probation data capture systems)
- Work with internal partners to recruit and train mentors, who will support our clients with practical skills in advance of release.
- Achieve relevant quality assurance standards for the work stream and organisation.
- Complete project returns and reports as needed.
- Be aware of potential risks and safeguarding issues, implementing preventive measures where possible and communicating with senior staff both within Lancashire Women, Probation, and Prison staff as necessary.
- To line manage one member of Lancashire Women staff, supporting and developing them to ensure the project's aims are met, within HMP Styal.
- To ensure that required standards of health and safety are maintained.
- To work flexibly as and when required including occasional evenings and weekends and support other team members as needed.
- Participate in organisational activities for example, team meetings, development days, etc.
- Treat all staff, volunteers and service users fairly
- To uphold the policies and ethos of Lancashire Women at all times.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

About you

Your experience & qualifications

- ☆ Degree or equivalent relevant experience
- ☆ Management Qualification
- ☆ Social Work/Mental Health/CJS Qualification
- ☆ Proven track record of management and supervision of staff and volunteers

Significant experience of:

- ☆ Monitoring and evaluation
- ☆ Project management
- ☆ Successful networking and partnership working
- ☆ Use of IT databases, equipment and MS Office software

Your knowledge, skills & abilities

- ☆ Experience of working with complex service users
- ☆ Excellent interpersonal skills including the ability to establish, develop and manage effective teams
- ☆ Ability to work on own initiative
- ☆ Ability to motivate and manage others and work under pressure to tight deadlines
- ☆ Excellent communication skills both oral and written including the ability to write report to deadlines
- ☆ Knowledge of financial management and budgeting
- ☆ Experience of delivering training to groups
- ☆ Driving Licence and use of car
- ☆ A flexible approach to working hours including occasional weekend working

Lancashire Women supported 6544 people in the last year - with nearly 40% accessing multiple services at our centres.

HOW you can apply...

Please complete our application form.

If you'd like an informal discussion about the role prior to applying please email our Head of Programme (Justice & Safety) at Rebecca.Reoch@lancashirewomen.org

Further details about our work and impact can be found at lancashirewomen.org

Closing Date:

Monday 18th February at 10am

Interview date: 22nd February 2019.

WHY we are great to work for...

- A chance to work in a rewarding, ethical and agile environment where every day you are really making a difference to the lives of women and girls.
- Employer Pension Scheme.
- Flexible working / work life balance.
- Childcare vouchers.
- Be involved in an organisation which put service users and co design at the centre of all we do.

Salary & Hours

£21, 018 (dependent on experience)

18.5 hours per week

12 months FTC with extension subject to funding

We have big plans and there will be challenges along the way.

Do you have the energy, knowledge and creativity to meet those challenges?

Head Office

21-23 Blackburn Rd,
Accrington
BB5 1HF
0300 330 1354

Centres in:

Accrington
Blackburn with Darwen
Blackpool
Burnley
Preston

Outreach activity in:

Blackburn with Darwen
Chorley
Lancaster
Skelmersdale
Kendal
HMP Styal
Cumbria

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