



# LANCASHIRE WOMEN

*are hiring*

## Our vision

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

## Our mission

To empower women 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 Support Officer**

# About us

Operating for over thirty years, Lancashire Women (LW) provide a network of female only centres to provide safe, dedicated female only space for women across the county. We provide a holistic package 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 in our community.

## 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.



# Overview



**We are really pleased to be recruiting for a new project funded by Children In Need Inspiring Futures in partnership with Youth Futures Foundation. Working in collaboration with all Lancashire Women's services in East Lancashire to support younger women aged 16 - 25, in response to the effects of the Covid-19 pandemic, utilising our Whole System Approach model this new and innovative service will engage with younger people to determine their aspirations and goals to help them achieve positive change and outcomes into Education and Employment. Our aim is to form part of existing pathways and develop new ones to support longer term relationships with partners and stakeholders that ultimately benefit individuals.**

**Our proposed delivery model will utilise a person-centred continuous casework approach, working with individuals to explore their whole range of needs, working collaboratively to self-prioritise and self-direct an action plan around these. Action planning tools will include the range of Outcome Stars aligned to the 5 ways to wellbeing, including needs relating to physical, mental and emotional health and wellbeing.**

**Responsible for providing effective administrative based support you will work with the Inspiring Futures Project team and the wider LW team to contribute to the success of this innovative project. With a 'Can do' attitude and a logical and methodical approach the post holder will be an organised and efficient administrator with experience of supporting on complex projects. As a key member of the team, you will be required to think on your feet and adapt accordingly to the needs of the role at any given time.**

## Functional Responsibilities

- **Responsible for the day to day administrative support for the Project as a whole.**
  - **Support the Team Leader and Caseworkers as required by ensuring the team has consistent and professional administrative processes, systems and support.**
  - **To use administrative, statistical and recording systems effectively ensuring good practice with regard to any sensitive, confidential material.**
  - **Plan, attend and minute regular meetings, keeping appropriate notes, and follow up actions.**
  - **Ensure accurate completion of paperwork, including any funder documentation and supporting evidence.**
  - **To timely collect and extract data using any supporting software.**
  - **Contribute to the continuous monitoring of the project as well as evaluation, to ensure all inputting, participant progress and outcomes are uploaded and trackable according to project delivery plans.**
  - **Keep detailed records of project activity for the purposes of continuous monitoring including tracking of outcomes.**
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# Continued...

- Supporting with the audit trail for issues such as safeguarding and risk.
- Help to establish effective working relationships with delivery partners and external agencies across East Lancashire to ensure a holistic package of support for those engaged.
- Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc. to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

## General

- 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

## Qualifications & Experience

	Essential/ Desirable	Key for Assessment
☆ Administration qualification	D	A
☆ Excellent organisational and administration skills	E	A/I
☆ Experience of partnership and multi-agency working to meet the needs of clients and the organisation.	D	A/I
☆ Excellent interpersonal and communication skills	E	A/I
☆ Ability to produce project reports and complete funder paperwork	E	A/I
☆ Intermediate/Advanced level of knowledge of Microsoft office packages and Views	D	A/I
☆ Able to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales.	E	A/I
☆ Experience of working with people from varied social, economic and cultural backgrounds.	E	A/I
☆ Experience of using social media platforms for work purposes to promote projects.	E	A/I
☆ Experience of working successfully as part of a team to achieve stretching goals and targets.	E	A/I
☆ Robust attention to detail and good analytical skills.	E	A/I
☆ Ability to work on own initiative and be proactive	E	A/I
☆ Knowledge and understanding of working in partnership, particularly across the voluntary/Third Sector.	E	A/I
☆ An understanding and commitment to the ethos of Lancashire Women	E	A/I

## Other

☆ Driving License/use of a car and/or willingness to travel across East Lancs when needed.	D	A/I
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## HOW you can apply...

Apply by completing our application form.

If you'd like an informal discussion about the role prior to applying please email our Head of Employment, Advice & Guidance at [Mandy.Taylor@lancashirewomen.org](mailto:Mandy.Taylor@lancashirewomen.org)

Further details about our work and impact can be found at [lancashirewomen.org](http://lancashirewomen.org)

**Closing Date:**   
**Friday 4th December at 12noon**

**Interviews**

**Friday 11th December 2020**

## 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.
- 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 & More Information

Band B Sp19 £18, 710 per annum pro rata  
Location: East Lancashire (base to be determined)  
15 hours per week

**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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