



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.

**Head of Programme
Justice & Safety**

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

To manage and develop Lancashire Women's Justice & Safety workstream including project management, staff supervision, ensuring effective delivery across Lancashire.

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

1. Project Management: Contracts

- Coordinate and manage delivery of contracts liaising with commissioners, partners and stakeholders as appropriate.
- Provide assessments and risk management of clients where needed to ensure interventions are within funder guidelines and the relevant dataset is captured.
- Ensure the effective allocation of resources and staff to meet the needs of contracts and commissions.
- Contribute to marketing and promotion of the JS programme area and all its projects / services/interventions and resources.
- Manage project budgets and negotiate with funders/commissioners where appropriate.

2. Project Management: New Projects and Opportunities

- Assess and review emerging needs from work with staff, communities , local partners and stakeholders, working with the Communities Director to identify how best to respond to these needs.
- Support, and where appropriate, lead on bid writing in relevant areas.
- Lead discussions and activity on JS service development and design ensuring inclusion of service users and communities.
- Implement, manage and monitor any new projects and initiatives for this workstream.

3. Staff management and Development

- Facilitate regular team meetings ensuring effective communication across the JS programme area.
- Provide line management and supervision to staff in line with policies and procedures.
- Ensure that all services and activities are accessible and women and girls are supported as required.
- Facilitate and co-ordinate internal and external team training and learning where appropriate.

4. Performance and Reporting

- To use administrative, statistical and recording systems effectively ensuring good practice regarding any sensitive, confidential material and in line with GDPR.
- Lead on maintaining/ securing any appropriate quality marks related to areas of delivery in conjunction with the Community Director and Impact Director.
- To have clear understanding and visibility of real-time performance KPIs, raising potential issues proactively to the Community Director and identifying corrective measures to ensure KPIs are met.
- Ensure high quality performance for project delivery within JS programme.
- Lead on report writing / evaluation activity.

5. External

- To attend meeting/networking events as appropriate.
- Keep up to date with changes in legislation and policy impacting upon areas of work including: attendances at conferences, training sessions, reviewing relevant journals and attending locality meetings.
- Representing the organisation at strategic level in areas of expertise including Female Offender Whole System Approach, in conjunction with CEO, Communities Director and other SMT.

6. 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.
- To uphold the policies and ethos of Lancashire Women at all times.
- To carry out such other duties as may be required in line with the nature of the post.

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

- ☆ Ability to work flexibly and at pace, balancing client need with demand and challenging targets.
- ☆ Entrepreneurial and open to ideas and opportunities
- ☆ Team focused
- ☆ Enthusiastic and approachable
- ☆ Shared values with Lancashire Women
- ☆ Educated to Graduate level or equivalent level of work experience in relation to Criminal Justice/Social Justice/Mental health/Community work and project/staff management

Your knowledge, skills and experience

- ☆ Minimum of 3 years work at management level within relevant work areas.
- ☆ Voluntary sector work experience with vulnerable communities. (Desirable)
- ☆ A gender specific approach to service delivery. (Desirable)
- ☆ Effective stakeholder engagement and management with a range of external and internal partners across all sectors.
- ☆ Excellent project management skills and an ability to deliver complex projects with multiple stakeholders.
- ☆ An ability to manage conflict effectively whilst meeting the needs of the wider organisation.
- ☆ An ability to develop and deliver materials /presentations for training events, seminars and conferences accessible to a range of audiences.
- ☆ An effective leader who can engage others and drive ideas forward.
- ☆ Excellent organisational and administrative skills including a good knowledge of Excel and other IT packages.
- ☆ Good knowledge of budgets, project finance processes and negotiation skills.
- ☆ Is non-judgemental and understands the importance of equality and diversity at all levels of work.
- ☆ Can deliver work to a high standard and demonstrate a professional approach
- ☆ Excellent interpersonal skills along with a high level of written and verbal communication skills.
- ☆ Confident in handling safeguarding issues and implementing risk assessment procedures.

HOW you can apply...

Further details about the role & to complete the application form can be found on our website lancashirewomen.org/careers/careers.

If you'd like an informal discussion about the role prior to applying please email our Director of Communities at Tracy.Marsden@lancashirewomen.org

Closing Date: ↴

Monday 17th June 2019 at 10am

Interviews Friday 21st June 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 & More Information

£31, 230

Lancashire (Supporting sub-contractors in Cumbria)

37 hours

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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