



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.

Centre Manager- Preston

6 Months Maternity Post (possible extension)

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.

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 of the role

To develop the centre as a community 'hub' offering services, activities and support for women and girls from all communities.

Develop local relationships across all sectors, establishing partnerships and opportunities for collaborative working and income generation for Lancashire Women.

Main duties

Facilities Management and Development

- Ensure the centre is open and accessible to all women and girls who wish to attend services/activities.
- Develop a wide range of activities within the Centre - education and learning, support groups, advice surgeries, community group use / hire etc.
- Ensure facilities are maintained and fit for purpose with a consistent client facing welcome at each centre.
- Ensure Health & Safety best practices are implemented; adhering to organisational policy and procedures.
- Liaise with LW Programme Heads and other managers on facilities requirements for local contract delivery.
- Ensure each centre is clean, well presented and is in keeping with LW's trauma informed approach.

Volunteer Co-ordination

- Support with training and deploying volunteers to ensure project requirements and service needs are met, in line with organisational policies and accreditation standards.
- Implement support system for volunteers locally to ensure their development needs are met along with the needs of the services.
- Ensure that management structures and practices support a culture of effective team working, continuous improvement and innovation.

Locality Income Generation

- Develop local contacts and networks across all sectors to facilitate opportunities for income generation.
- Facilitate work within the Centre to meet income targets set / agreed centrally.
- Establish a centre based working group - staff and volunteers - to develop and deliver income generation initiatives and ideas.

Key Stakeholder Relationships and Partnership Working

- Develop and maintain constructive relationships with local partners by identifying, networking and building relationships to grow local presence and identify service user needs in the local community.
- Coordinate with LW central services on marketing and promoting the centre in keeping with brand guidelines and priority messages.

Staff Management

- Conduct team meetings and ensure communications from the senior leadership team are disseminated.
- Line manage Receptionist/Administrator, conducting 6 weekly supervisions.
- Contribute to the relevant internal bulletins and briefings.
- Encourage staff by example to use internal communication tools like SharePoint to stay connected with staff based at other locations/ centres.

Quality

- Ensure high standards of governance including the assessment and management of risk.
- Be a responsible person for safeguarding issues in your centre in conjunction with other staff.
- Take personal responsibility to ensure you are trained and competent in the relevant policies and procedures seeking advice as necessary from senior team or specialist staff as necessary.

General

- To work flexibly as and when required and to 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

About you

- ☆ **Demonstrated capabilities to manage own workload and make informed decisions**
- ☆ **Demonstrated experience of partnership development and understanding of the local community**
- ☆ **Confident in handling safeguarding issues and implementing risk assessment procedures**
- ☆ **Voluntary sector work experience with vulnerable communities**
- ☆ **Experience of managing local Health & Safety**
- ☆ **Experience of supporting volunteers and/or line managing staff**

Your knowledge, training and experience

- ☆ Qualification in a Recognised Core Profession
 - ☆ Evidence of continued professional development
 - ☆ A gender specific approach to service delivery
 - ☆ Excellent communication skills - Ability to communicate at varied levels
 - ☆ Excellent organisational and administrative skills including a good knowledge of Excel and other IT packages
 - ☆ Facilities management knowledge and or/experience
 - ☆ Excellent negotiation skills
 - ☆ Ability to work flexibly and at pace, balancing client need with demand and challenging targets
 - ☆ Entrepreneurial and open to new ideas and opportunities
 - ☆ Team Focused
 - ☆ Enthusiastic and approachable
 - ☆ Shared values with LW
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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 us at Recruitment@lancashirewomen.org

Closing Date: ↘

Monday, 30th September 2019 12 noon

Interviews:

Monday, 7th October 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.

More Information

Hours: 30 hours per week

Salary: £25,903 per annum (pro rata)

Base: Preston

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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