



**'Breathe Free'**

**Domestic abuse and mental health project worker**

### **JOB DESCRIPTION**

<b>Job Title</b>	Project Worker – Domestic Violence and Abuse (Initially 1 year fixed term contract)
<b>Hours</b>	28 hours per week Monday - Thursday
<b>Salary</b>	£28,226 pro rata per annum
<b>Office Base</b>	Women's Health Matters, Leeds LS11
<b>Reports to</b>	Line Manager
<b>Responsible for</b>	Breathe Free project delivery

### **BACKGROUND**

Funded by the players of the National Lottery Community Fund, this project aims to support women aged 16 and above who've experienced complex trauma, usually domestic abuse, and are at risk of having a child removed into care as a result. The project will support women to improve their mental health and address issues which have brought their family to the attention of Children's Social Work Services. The project will use a trauma aware approach to alleviate distress and increase resilience as well as improving access to wider appropriate support for women who experience additional barriers.

Women will develop positive support networks; their mental health will improve, and they will have improved coping strategies. Through working with us women will improve their capacity to acknowledge and understand key issues in their lives and women will be equipped to recognise abusive relationships and develop stronger relationships with their children.

The project will deliver a three staged intervention. Stage one will focus on group work supporting "stabilisation". Stage two will provide group work to improve skills and understanding to prevent domestic abuse. Stage three will recruit women to coproduce training and resources for other women and professionals around areas pertinent to domestic abuse and related issues.

The Project will support women to:

- develop strategies to stabilize after complex trauma.
- enable choice and control in their lives.
- gain confidence and self-esteem.
- improve well-being.
- identify and acknowledge domestic violence and abuse.
- understand key aspects of parenting relevant to their situation.
- reduce the need for additional mental health support or enable their access to appropriate mental health support.
- feel less lonely and improve their experience of relationships, including with professionals.
- foster positive and supportive relationships with women from diverse backgrounds.
- enable access to additional services appropriate to their needs.
- Volunteer within the project to produce resources and develop / deliver training for professionals.

The project will also share any insights gained with the wider professional networks to improve understanding of work around domestic violence from a trauma aware perspective.

An opportunity to volunteer will be offered to participants and get involved in the coproduction of resources and training for women and / or professionals working in the field.

### **Main purpose of the role**

To develop and provide facilitated groups, structured programmes and 1 to 1 support to women aged 16 and over. To create a sense of safety and build trust, thereby enabling women to explore their own situations fully and take on new learning. To support and supervise women who wish to give their time and ideas as peer educators or trainers, co- produce resources or support others as “Buddies”. To work as part of a team effectively with associated project workers. To ensure timely monitoring and delivery of reports to demonstrate agreed project outcomes and build strong external partnerships with referrers and other service providers, both statutory and voluntary sector. To feedback project insights and learning at a strategic level.

## **Areas of responsibility**

### **1. Project delivery – key tasks**

- 1.1 Plan, develop and co facilitate closed and open support groups and structured programmes for women who have experienced complex trauma due to Domestic Violence & Abuse
- 1.2 Manage referrals in and out of the project and safely manage referrals held on any waiting list.
- 1.3 Develop group session content to ensure it is supporting women's ability to self-manage their internal state
- 1.4 Offer individual support as appropriate including signposting and referrals
- 1.5 Co-produce activities with women participating in the project to maximise their experience of choice and control
- 1.6 Develop and co-ordinate involvement of key partners in voluntary and statutory sector to improve outcomes for women who have experienced complex trauma.
- 1.7 Contribute to the design and management of the relationship with the external evaluator for the project evaluation and deliver ongoing project monitoring, to enable demonstration of agreed outcomes and ensure accurate and timely reporting to the funder
- 1.8 Liaise with CSWS where appropriate to contribute to the de-escalation of child protection and child in need cases where appropriate.
- 1.9 Pro-actively contribute to the development of a longer-term vision and sustainable funding for integrated and accessible trauma aware domestic violence provision at WHM and beyond
- 1.10 Empower women to improve their health and wellbeing by developing positive strategies and life skills; and to advocate on behalf of individuals in various settings
- 1.11 Challenge discrimination and advocate for the removal of barriers to accessing services such as language and transport and to ensure services meet women's needs
- 1.12 Keep up to date with relevant local and national policy initiatives, service developments and decision-making changes that impact on the work of the project
- 1.13 Represent the organisation at relevant networks and forums and support partnership building and development of the project

### **2. Finance and Administrative Duties**

- 2.1 Carry out administrative duties in relation to the project on a self-serviced basis. This includes report writing, database and other record keeping, telephone contact with existing and potential referrers and partners
- 2.2 Work with the Finance Manager, Project Lead and Project Co-Workers to ensure accurate and tracked budget expenditure and financial records for the project are maintained

### **3. Personal Development**

- 3.1 To be proactive in developing the role and to take up opportunities to be trained in new skills appropriate to the post and beneficial to the organisation
- 3.2 Proactively contribute to induction, initial training, regular supervision, and appraisals with your line manager in line with WHM's performance management policies and requirements.

#### **4. General**

- 4.1 Abide by and implement **all** WHM's policies and procedures
- 4.2 Attend regular team meetings, safeguarding and reflective practice meetings, training, staff away days, conferences and any other organisational activities and events as requested by your Line Manager
- 4.3 Supervise and support any Peer Educators/Volunteers involved in the delivery of the project
- 4.4 Articulate & promote WHM's philosophy and value base throughout the organisation, it's work and projects, with external partners and on social media
- 4.5 Undertake any other reasonable tasks which further the aims and objectives of WHM within the scope of the post, as requested by the senior management team
- 4.6 To be accountable to WHM members and Board of Trustees.

#### **Additional information**

Hours of work	Overtime payments are not made. Time off in Lieu (TOIL) is provided
Probationary period	There will be a probationary period of up to 6 months

**Dated July 2022**

### Breathe Free: PERSON SPECIFICATION

Below are the essential and desirable qualities needed for this post. Shortlisting will be done based on this specification. Candidates must have all essential qualities to be considered for the post. **E = Essential D = Desirable**

<b>1</b>	<b>Skills, Qualifications, Training:</b>	<b>E</b>	<b>D</b>
1.1	Excellent listening, written and verbal communication skills, including report writing and presentation	X	
1.2	Effective organisational skills to co-manage and deliver a multi-strand project	X	
1.3	Ability to prioritise and manage own work, work on own initiative and be self-motivated, whilst demonstrating skills to work effectively in a team	X	
1.4	Proven computer literacy skills - in house databases and Microsoft packages	X	
1.5	Ability to involve and work with women from all communities	X	
1.6	Ability to liaise and develop relationships and partnerships with a broad range of multi-sector organisations, in particular those supporting women who have experienced complex trauma	X	
1.7	Ability to manage personal and professional boundaries	X	
1.8	Ability to track project budget expenditure and maintain accurate financial records	X	
<b>2</b>	<b>Knowledge:</b>		
2.1	Insight into and understanding of the causes and effects of domestic and sexual violence	X	
2.2	Understanding of a Protective Behaviours approach		X
2.3	Knowledge of tools, resources, local and national organisations, services, forums, and networks to assist the project work and to refer women to	X	
2.4	Knowledge and understanding of safeguarding of children and vulnerable adults	X	
2.5	Knowledge and understanding of a trauma aware approach	X	
2.6	Knowledge of current mental health resources and support services, therapeutic tools, and processes	X	
2.7	Knowledge of CSWS processes in relation to families affected by domestic abuse		X
2.8	Knowledge of project management tools and processes		X
<b>3</b>	<b>Experience of:</b>		
3.1	Working with and facilitating groups and 1 to 1 support sessions with women to talk about emotive, challenging, and sensitive issues	X	
3.2	Group facilitation requiring the ability to analyse risks and identify safeguarding and child protection issues within the group, and appropriately deal with such issues	X	
3.3	Working with women from diverse backgrounds and having successfully facilitated trauma recovery, personal development and/ or behaviour change	X	
3.4	Designing and delivering therapeutic group work or individual support strategies which could be tailored to groups	X	

3.5	Awareness of the difficulties faced by women whose children are looked after by somebody else	X	
3.6	Experience of applying safeguarding policy in practice, assessing risks in changing situations and maintaining professional boundaries in challenging circumstances	X	
3.7	Establishing productive multi-agency working with a range of statutory services, for example Children's Social Work Services, Mental Health Services, and voluntary sector providers such as LDVS	X	
3.8	Using the Protective Behaviours model		X
3.9	Effectively managing and supporting volunteers		X
3.10	The development and implementation of monitoring and evaluation methods		X
3.11	Successfully developing a new project and writing bids or being involved with securing on going funding from a variety of sources; statutory, trusts & foundations etc.		X
3.12	Working in or closely with the voluntary sector		X
<b>4</b>	<b>Attitudes and Personal Skills:</b>		
4.1	Emotional resilience and self- reflective practice	X	
4.2	Using a woman centred and strengths-based approach	X	
4.3	Ability to be mobile and flexible for work across Leeds and undertake some evening and weekend work	X	
4.4	A non-judgemental approach and proven commitment to working in ways which combat disadvantage	X	
4.5	Willing to be accountable to the membership and Board of Trustees of Women's Health Matters	X	
4.6	Willingness to undertake training and take part in regular supervision to develop skills and maximise the role	X	

**July 2022**