



## **Breathe Free Domestic Abuse Group Project Lead: Role Profile, Job Description & Person Specification**

**Job title:** Breathe Free Project Lead

**Hours:** 28 to 35 hours per week (negotiable)

**Salary:** £30,095 pro rata per annum paid for 7 hours per week as Project Lead.

£28,226 pro rata per annum paid for 21-28 hours per week as Project Worker.

**Location:** Women's Health Matters, LS11

**Reports to:** WHM Senior Manager

**Responsible for:** Breathe Free project management and delivery

The Breathe Free funding is for 3 years. This fixed term contract post is funded until 31/3/2027.

### **About Women's Health Matters**

**Our Vision:** All women and girls are safe and healthy.

**Our Purpose:** Supporting disadvantaged and marginalised women and girls to have a fair chance at a better life.

**Our Mission:** Women's Health Matters exists to support women and girls to live safe and healthy lives. We achieve this by providing a holistic, trauma-informed service for women and girls who are socially, economically, or politically marginalised. This includes, for example, those affected by domestic abuse, asylum-seekers, and those whose children live elsewhere.

We take a woman-centred holistic approach, creating a safe, nurturing environment to help women and girls recover their confidence, explore their own needs, regain control of their lives, and build secure and healthy family relationships.

#### **Our Values:**

##### **By women with women**

A women-led organisation, working with, and responsive to, the needs of women, their families, and girls.

##### **Warm**

We are respectful, compassionate, and kind. We provide welcoming and safe spaces and remove barriers to engagement.

##### **Brave**

We are bold, resilient, and courageous in our approach, and encourage bravery and strength in those we support.

##### **Empowering**

Women are the experts in their own lives. We work holistically to empower, inspire, and support them.

### **About Breathe Free**

Funded by the National Lottery Community Fund, this is a continuation of funding to deliver Breathe Free, a 20-week course to women aged 16 and above who've experienced domestic violence and abuse (DVA) and complex trauma. The course has been developed with a trauma-informed approach, which is delivered in three 'blocks' firstly the stabilisation sessions focus on well-being, increasing resilience, support network and creativity for self-care. The second 'block' focuses on understanding all forms and complexities of DVA and its impact on women. The final 'block' is future planning and moving on from DVA.

From the previous Breathe Free courses, we know that many women don't leave an abusive relationship because they cannot afford financially to do so. We asked women if they would have left their abusive relationship sooner if they had the money to do so. All said "yes".

***"If you're more independent, you're less likely to get into that situation again."***

***"It's about trying to break that cycle and independence and employment is a massive part."***

For this reason, we have increased our focus on helping women gain paid work and independence. This will increase their confidence and remove barriers to leaving an abusive relationship and reduce the chance of reconciliation.

Breathe Free will support women to:

- Develop strategies to stabilise after complex trauma
- Gain confidence and self-esteem
- Identify and acknowledge domestic violence and abuse
- Understand the impacts of abuse on self and children
- Practice communication tools including setting boundaries
- Foster positive and supportive relationships with women from diverse backgrounds
- Enable access to additional services appropriate to their needs.
- Feel confident to set goals and plan for their future e.g., volunteering, education, and employment
- Volunteer within the project to produce resources and develop/deliver training for professionals
- Direct access to education and employment support services
- Gain paid work as a 'co-facilitator' for the next Breathe Free cohort

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

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

Project Lead

- Provide leadership and supervision to Breathe Free group worker
- Ensure timely monitoring and delivery of funding reports to demonstrate agreed project outcomes
- Manage and plan the Breathe Free project and attend regular meetings with and report to WHM Senior Management
- Manage the project budget and attend regular meetings with the Finance Manager
- Build strong external partnerships with referrers and manage waiting list/group allocation
- Recruit, train and supervise co-facilitators
- Manage external joint working relationships with key stakeholders and partners
- Feedback project insights and learning at a strategic level
- Manage the relationship with the external evaluator
- Manage the relationship with the funder

Group work

- Deliver the course with a co-facilitator (a woman with lived experience), providing mentoring to them
- Create a sense of safety and trust, thereby enabling women to explore their own situations fully and take on new learning
- Support women who become volunteers to co-produce resources

### Individual support

- Provide 1 to 1 support when needed including signposting and referrals to external agencies
- Action safeguarding concerns (with support from WHM safeguarding lead)
- Input case notes in a timely and accurate manner onto the database

### Team work

- Work as part of a team effectively with the Project Worker
- Reflect on delivery, making changes as required
- Work as part of the wider WHM team
- Attend and contribute to wider WHM team meetings, peer to peer supervision, 1-1 line management
- Be prepared to cover staff in other WHM projects in cases of absence

## Areas of responsibility

### 1. Project management and delivery – key tasks

- 1.1 Manage referrals held on any waiting list and onto the course
- 1.2 Deliver ongoing project management, reporting, and monitoring, to enable demonstration of agreed outcomes and ensure accurate and timely reporting to the funder
- 1.3 Engage with and manage the external evaluator for the project
- 1.4 Develop and co-ordinate involvement of key partners who can offer volunteering, training, mentoring opportunities, and experiences for women
- 1.5 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
- 1.6 Deliver weekly groups to women who have experienced DVA and complex trauma
- 1.7 Devise, modify and continually improve session content when needed to ensure relevance and engagement
- 1.8 Offer individual support as appropriate including signposting and referrals
- 1.9 Raise safeguarding incidents and action concerns (with support and guidance from Safeguarding Lead)
- 1.10 Co-produce volunteering activities with women who have completed the course
- 1.11 Empower women to improve their health and well-being by developing positive strategies and life skills, and to advocate on behalf of individuals in various settings
- 1.12 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
- 1.13 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
- 1.14 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 and your employment on a self-service basis. This includes database and other record keeping, report writing, telephone contact with existing and potential referrers and partners, accurate diary keeping, timesheets, and expenses claims
- 2.2 Work with the Finance Manager, WHM Senior Management and Project Co-Workers to ensure accurate and tracked budget expenditure and financial records for the project are maintained

### 3. Personal Development

- 3.1 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 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, peer support, training, staff away days, conferences and any other organisational activities and events and support other WHM projects 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, its 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 senior team 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

#### Breathe Free Project Lead: 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	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	
1.9	Excellent report writing and presentation skills	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	Knowledge of tools, resources, local and national organisations, services, forums, and networks to assist the project work and to refer women to	X	
2.3	Knowledge and understanding of safeguarding of children and vulnerable adults	X	
2.4	Knowledge and understanding of a trauma-informed approach	X	
2.5	Knowledge of current mental health resources and support services, therapeutic tools, and processes		X
2.6	Knowledge of CSWS processes in relation to families affected by domestic abuse		X
2.7	Knowledge of project management tools and processes		X

<b>3</b>	<b>Experience of:</b>		
3.1	Delivering 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	Awareness of the difficulties faced by women whose children are looked after by somebody else		X
3.5	Experience of applying safeguarding policy in practice, assessing risks in changing situations and maintaining professional boundaries in challenging circumstances	X	
3.6	Establishing productive multi-agency working with a range of statutory services, for example, Children's Social Work Services, Mental Health Services, and charity sector providers such as LDVS	X	
3.7	Designing and delivering group work or individual support strategies which could be tailored to groups	X	
3.8	Effectively recruiting volunteers or cofacilitators, including delivering essential training		X
3.9	Effectively managing and supporting volunteers or co-facilitators	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 ongoing funding from a variety of sources; statutory, trusts & foundations etc.		X
3.12	Working in or closely with the charity sector		X
3.13	Line managing employees and providing supervision		X
3.14	Establishing working relationships with a variety of different organisations in the public, private, education, health, and charity sectors		X
<b>4</b>	<b>Attitudes and Personal Skills:</b>		
4.1	Emotional resilience and self-reflective practice	X	
4.2	Use a woman-centred and strengths-based approach	X	
4.3	Ability to be mobile and flexible for work across Leeds and potentially undertake some evening and weekend work	X	
4.4	A non-judgemental approach and proven commitment to working in ways that combat disadvantage	X	
4.5	Willing to be accountable to the senior leadership team 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	
4.7	Organised and self-disciplined	X	

**February 2024**