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| **Job Title** | WLL VOICES Community Conversations Worker |
| **Salary** | £24,799 pro-rata |
| **Responsible To** | WLL VOICES Co-ordinator |
| **Hours** | Part time. 17.5hrs per week |

**Job Description**

Leeds Women’s Aid (LWA) is the largest women’s charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 45 years. We are committed to our values and strive to embody them in everything we do. We provide a range of the very best services for vulnerable women and families who are victims and survivors of: domestic, sexual & honour- based violence and abuse; forced marriage; trafficking; stalking and harassment.

LWA is also the lead agency in the innovative and unique National Lottery Community Fund funded Women’s Lives Leeds (WLL) partnership, consisting of 12 women’s and girls’ organisations. Working with vulnerable women and girls, our vision is that many more women and girls in Leeds will have their needs met and be empowered to lead safer and healthier lives.

# Purpose of Job

As part of a Women’s Lives Leeds Alliance Project the purpose of this role is to engage women; those from specifically culturally diverse communities and those whose voices are seldom heard to develop a grass roots “Women Friendly Leeds” (WFL) movement, building community awareness and support to co-produce community conversations on a local basis.

To engage these women to take part in the Leeds Women’s Hub and/or its Culturally Diverse Sub Group to contribute to and be involved in the WLL VOICES project that aims to make Leeds the first UK “Women Friendly City”.

This post will be subject to an enhanced DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

# Responsibilities

Responsible to:

The WLL VOICES Community Conversations Worker will be line managed by, and be responsible to, Women’s Lives Leeds Projects Manager, and ultimately the Trustees of LWA, and will work according to policies and procedures agreed by them.

# Main Duties

1. Engage women from seldom heard smaller culturally diverse/BME community groups and organisations in the WLL VOICES Project.
2. Facilitate community opportunities for these women to be actively involved in building the WFL movement on a local level.
3. Facilitate community conversations to ensure women’s voices and opinions are included, at the centre of, and influence, plans, service design and delivery locally.
4. Develop the Women’s Hub and the Culturally Diverse Sub Group membership to reflect the diversity of Leeds
5. Facilitate and be secretariat for the Women’s Hub and the Culturally Diverse Sub Group meetings and events.
6. Develop, implement and lead on a community conversations workplan.
7. Develop positive relationships with existing networks, forums organisations and groups.
8. Collate and disseminate appropriate information to smaller culturally diverse/BME community groups and organisations
9. Lead the development of all publicity, promotional and social media relating to activities.
10. To continuously work within a learning environment, to capture and share learning in a variety of formats to stakeholders
11. To collate data and produce monitoring and evaluation reports required as per the WLL VOICES Performance Management Framework
12. To carry out administration relating directly to the post in line with organisational procedures
13. To carry out all duties within WLL VOICES and LWA’s policies and procedures.

# General

1. To actively promote diversity across the organisation and the city
2. To represent the project on local forums
3. To build positive relationships and partnerships with key local agencies.
4. To embody LWAs values, acting as a role model
5. To receive management and appraisal supervision as agreed with LWA
6. To attend staff team meetings
7. To undertake any other reasonable duties commensurate with the post at the request of the Women’s Lives Leeds Projects Manager.

# Physical Conditions

The post will be based at Leeds Women’s Aid main Office in the first instance.

The post holder will also have to travel to other locations to ensure effective service delivery is provided.

# Economics Conditions

The Salary will be £24,799 pro rata. Hours of work are 17.5 hours per week, Monday to Friday. Some weekend and evening work may be required.

**Person Specification**

You are required to have experience of:

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| **Experience** | **Essential** | **Desirable** |
| 1. Working and/or volunteering in a community engagement field | ✓ |  |
| 1. Working with a variety of women from a range of diverse cultures, communities and backgrounds | ✓ |  |
| 1. Planning, facilitating, chairing and delivering, meetings, workshops and consultation events for communities in community settings | ✓ |  |
| 1. Working in partnership with a variety of community-based organisations including the voluntary, community, faith and statutory sectors | ✓ |  |
| 1. Of facilitating opportunities for women to be involved in developing local plans and initiatives |  | ✓ |

You are required to have an excellent understanding of:

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| **Understanding** | **Essential** | **Desirable** |
| 1. Sensitively working in a variety of community settings including voluntary, community, faith based and statutory sectors | ✓ |  |
| 1. A range of culturally diverse/BME communities including faith based and how to approach them. | ✓ |  |
| 1. Effective community engagement methods of involving women in community conversations | ✓ |  |
| 1. Awareness of the issues facing culturally diverse communities and vulnerable women in Leeds | ✓ |  |
| 1. Community structures across Leeds |  | ✓ |

You are required to be able to demonstrate that you:

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| **Skills** | **Essential** | **Desirable** |
| 1. Can establish and maintain effective working relationships with a variety of stakeholders and women from culturally diverse/BME communities | ✓ |  |
| 1. Have the ability to use IT systems and processes to produce information in a variety of formats including questionnaires, reports, action plans, newsletters, emails and presentations | ✓ |  |
| 1. Work as part of a team and under own initiative and identify objectives and prioritise work | ✓ |  |
| 1. Are proactive and self-sufficient to meet the needs of the post | ✓ |  |
| 1. Excellent written, verbal and interpersonal communication skills | ✓ |  |
| 1. Facilitating communities to contribute to Involvement with strategic decision making |  | ✓ |

You are required to:

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| **Qualifications/ Professional Membership** | **Essential** | **Desirable** |
| 1. Have a relevant Community Development qualification. |  | ✓ |

You are required to be able to demonstrate your ability to:

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| **Personal Qualities** | **Essential** | **Desirable** |
| 1. To be from a culturally diverse/BME community | ✓ |  |
| 1. Ability to speak one or more community languages. | ✓ |  |
| 1. Share and Promote LWA’s Values (see below) | ✓ |  |
| 1. Be flexible and adaptable | ✓ |  |
| 1. Be solutions-focused with a creative problem-solving approach. | ✓ |  |
| 1. Support the concept of diversity and inclusion, and work in a non-judgemental and inclusive way. | ✓ |  |

**LWA’s Values**

**1. Be Exceptional**

• We are experts in our field & proud of having a women-centred approach

• We are pioneers & leaders, striving to perform & innovate

**2. Be Courageous**

• We are honest, inventive & have the integrity to challenge perceptions & practice

• We are encouraging & empowering of each other to be courageous & brave

**3. Be Inclusive**

• We are diverse, welcoming, approachable & inclusive in as employers, service providers & people

• We promote unity, fairness & respect

**4. Be Inspirational**

• We are proud of our creativity & how we motivate, listen, empower & support each other

• We are encouraging & lead by example to achieve the best

**5. Be Responsive**

• We are collaborative, aware, compassionate & sensitive

• We adapt our approach to meet changing needs