**Job Description**

|  |  |
| --- | --- |
| **Job Title** | WLL Empowering Systems Change Project Worker - Lived Experience Experts |
| **Salary** | £24,491 pro-rata over 17.5hrs |
| **Responsible To** | WHM Chief Executive |
| **Hours** | Part time 17.5 hours per week |
| **Contract** | Fixed term until 31st December 2024 |

Women’s Health Matters (WHM) champions freedom for disadvantaged women and girls so they may have a fair chance at a better life. We work intensively with around 750 women each year in and around Leeds. These women are most at risk, including those experiencing domestic violence, sexual and emotional abuse, those with children in care or at risk of being removed, young mums, women seeking asylum, women with learning difficulties, and women with complex needs or mental health and wellbeing needs. We take a woman-centred holistic approach, creating a safe, nurturing environment to help women recover their confidence, explore their own needs, and regain control over their lives. We specialise in group work, peer support, and providing one-to-one support.

WHM is a partner organisation of the unique National Lottery Community Fund funded Women’s Lives Leeds (WLL) Alliance 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.

The WLL Alliance currently have two funded projects:

The Empowering Systems Change (ESC) Project will provide services to women with complex needs across the city; will facilitate lived experienced expert’s peer support and engagement and is a catalyst for system change. Funded by the National Lottery Community Fund for three years.

The Comic Relief “Power Up” WLL VOICES (Views, Opinions, Insights, Consultation & Engagement Systems) Project that aims to make Leeds the first UN (United Nations) Women Friendly City in the UK by enabling women and girls to have their voices heard, ensuring that their needs are considered in all decision-making conversations and to empower them to lead safer, healthier, equal and more fulfilled lives.

# Purpose of Job

To lead on Lived Experience Experts (service user) engagement, peer support, and their voice and influence, within the project, locally in conversations in Leeds and regionally. This includes the developing, maintaining and facilitating the WLL - Lived Experience Experts Advisory Board.

The post will be located with and managed by Women’s Health Matters, but will equally be accountable to the WLL Projects Manager through a matrix management system.

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

The Empowering Systems Change Project Worker – Lived Experience Experts will be line managed by, and be responsible to the Chief Executive of WHM, and ultimately the Trustees of WHM and the WLL Alliance, and will work according to policies and procedures agreed by them.

# Main Duties

1. To ensure that Lived Experience Experts have opportunities to contribute to the development of the Empowering Systems Change Project
2. To develop the WLL Advisory Board to include representatives from each of the WLL Alliance member organisations
3. To develop, support and monitor the deliverables of an Advisory Board work plan
4. To support the Advisory Board to complete a WLL Alliance needs analysis
5. Empower and support the Advisory Board to fully participate in WLL Alliance meetings.
6. Develop Peer Support opportunities both internally and externally with partners
7. Facilitate Lived Experience Experts in local and regional conversations and opportunities
8. To provide regular reports for the WLL Projects Manager, Partnership Board and others as required
9. To create a supportive and empowering environment for Lived Experience Experts
10. To identify development needs of Lived Experience Experts
11. To create an environment in which continuous improvement is at the heart of the work
12. Promote a strong information culture, where information is used to inform delivery and strategy
13. To work with and assist the WLL Project Manager in the delivery of activities to meet the needs of the project and to identify opportunities to enable project(s) sustainability

# General

1. To actively promote diversity across the organisation and the city
2. To represent the projects on local and regional forums
3. To build positive relationships and partnerships with key local agencies
4. To embody WLL and WHM values, acting as a role model
5. To attend staff team meetings
6. To undertake any other reasonable duties commensurate with the post at the request of the WLL Projects Manager

# Physical Conditions

The post will be based at WHM office in LS11 in the main and will be expected to travel to and work at WLL Alliance partner organisations across Leeds.

The post holder will also have to travel to other locations to ensure effective services are delivered.

# Economics Conditions

The salary will be **£24,491 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:

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| 1. Working in the voluntary, community, or faith sector |  | ✓ |
| 1. Lived Experience Experts (service user) engagement (preferably with vulnerable women, young women, and girls) | ✓ |  |
| 1. Supporting Lived Experience Experts to participate in project meetings, events, and activities | ✓ |  |
| 1. Facilitating peer support opportunities and activities | ✓ |  |
| 1. Working with a variety of partners including voluntary sector and statutory | ✓ |  |
| 1. Working with and supporting vulnerable women |  | ✓ |

You are required to have an excellent understanding of:

|  |  |  |
| --- | --- | --- |
| **Understanding** | **Essential** | **Desirable** |
| 1. Effective methods of involving Lived Experience Experts in influencing decisions making processes and conversations | ✓ |  |
| 1. Peer Support and Lived Experience Experts inclusion models |  | ✓ |
| 1. Support required and an awareness of the issues facing vulnerable women and girls | ✓ |  |
| 1. Safeguarding of vulnerable adults and children |  | ✓ |

You are required to be able to demonstrate that you:

|  |  |  |
| --- | --- | --- |
| **Skills** | **Essential** | **Desirable** |
| 1. Have an ability to provide leadership and direction to facilitate Lived Experience Experts engagement in the project’s requirements | ✓ |  |
| 1. Are organised, proactive and can work under own initiative to identify objectives and to prioritise work | ✓ |  |
| 1. Are IT literate and have good presentation skills, along with being proficient in software such as MS Office | ✓ |  |
| 1. Have strong interpersonal and communication skills, with the ability to build and maintain effective working relationships | ✓ |  |
| 1. Have the ability to develop, implement and monitor workplans and needs analyses | ✓ |  |

You are required to:

|  |  |  |
| --- | --- | --- |
| **Qualifications/ Professional Membership** | **Essential** | **Desirable** |
| 1. Have a relevant Peer Support or community leadership/development qualification, or a significant number of years of peer support or community experience |  | ✓ |

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

|  |  |  |
| --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** |
| 1. Share and promote WHM and WLLs values | ✓ |  |
| 1. Be flexible, adaptable, and proactive in developing the role | ✓ |  |
| 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 | ✓ |  |
| 1. Use a woman centred and strengths-based approach | ✓ |  |
| 1. Be resilient and be able to support colleagues working in stressful situations | ✓ |  |

Reviewed October 2021