

COMMUNITY AND PRISON DEPARTMENT

JOB TITLE	Women's' Centre Coordinator This post is funded by the National Lottery through the Big Lottery Fund
SALARY	£26,010 to £29,070
REPORTING TO	Head Of Department
RESPONSIBLE FOR	Project Workers
DURATION	2.5 years, renewable subject to funding
LOCATION	The post holder will work from Hibiscus' Women Centre and Head office There may be a requirement to travel across London, and work occasional weekends
HOURS	35 hours per week
PURPOSE OF JOB	<p>Hibiscus was awarded funding by the Big Lottery Fund under its Women and Girls' Initiative towards setting up and running Hibiscus' Women Centre, a women-only space to expand specialist support to Foreign National, BMER and migrant women affected by the Criminal Justice system, immigration rules and restrictions in the London area.</p> <p>This job is to coordinate, maintain and expand provisions in the Hibiscus' Women Centre to ensure that appropriate women-centred activities and services are planned, delivered, monitored and evaluated. The post holder will supervise staff and volunteers working in the Centre and support effective working relationships with all stakeholders including</p> <ul style="list-style-type: none"> • service users • Hibiscus staff • partner agencies <p>* This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010</p>

Managing Services and Delivery

- Lead and develop a team of dedicated Project Workers
- Plan and manage workshops and activities
- Initiate, develop and maintain relationships with other involved stakeholders/agencies and including clients
- Work closely with the Head of Department to improve service delivery, capturing best practice and influencing change
- Continuously improve collaboration and processes between Hibiscus and other agencies
- Provide high quality face-to-face support, including assessment and case work
- Manage the online diary of appointments and room bookings
- Ensure the Women Centre is always clean, welcoming and appropriately equipped
- Research, develop and organise the delivery of activities including education, training and employment opportunities and theme-specific workshops enabling clients to progress in their goals Sign-post and refer to other relevant organisations
- Produce detailed quality, professional resources and reports
- Maintain appropriate records and statistics
- Maintain detailed and up to date administrative systems
- Produce reports to the head of department for inclusion in updates to staff, board members and stakeholders
- Maintain a system of record keeping and data production with a view to grant funder's and evaluator's requirements. To ensure that all records kept are compliant with the Data Protection Act and General Data Protection Regulations
- Ensure income from funders is spent in accordance with their wishes and recorded accurately for reporting purposes
- To be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment

Communication

- Communicate clearly across multiple platforms and to different audiences
- Communicate in a confident, informed and authoritative manner, in line with established policies, practices and priorities of the organisation in order to maintain and enhance organisational credibility.
- Liaise with the communications and research team to identify good news stories and potential topics for areas of research

Knowledge

- Knowledge of Safeguarding
- Undertake training to keep abreast of developments in the key areas of criminal justice and the immigration laws and rules which inform the work of Hibiscus Initiatives.
- Have a working knowledge of how immigration laws impacts on women's lives and advocating on their behalf with both the statutory and voluntary organisations

Political Sensitivity

- Have an awareness of and commitment to the ethos, aims and objectives of Hibiscus Initiatives
- Keep abreast of policy and operational developments pertaining to your area of work.
- Recognise and deal with a range of strategic political and sensitive issues that impact on the service area.
- Represent the organisation on forums, working groups and at conferences

AND, to carry out any other duties as discussed and agreed with your line manager which are deemed to be a requisite of the role

Essential = E

Desirable = D

Application Form = A

Interview = I

Education/Qualifications	Degree Level	D	A	
	Advice and Guidance Level 3	D	A	
	OISC accredited	D	A	
Skills/Abilities	Excellent written and verbal communication and presentation skills	E	A	I
	Excellent listening skills	E		I
	Strong organisational and administrative skills	E	A	
Ability to	<ul style="list-style-type: none"> work within all agreed policies and procedures 	E		I
	<ul style="list-style-type: none"> deliver services in a non-judgemental and empathetic manner 	E	A	I
	<ul style="list-style-type: none"> plan and manage activities and workshops 	E	A	
	<ul style="list-style-type: none"> set personal priorities, objectives and deadlines while maintaining a focus on the key service priorities 	E	A	I
	<ul style="list-style-type: none"> build strong relationships with key partners 	E	A	
	<ul style="list-style-type: none"> speak another language other than English 	D	A	
	<ul style="list-style-type: none"> work on own initiative, without supervision 	E		I
	<ul style="list-style-type: none"> work effectively as part of a team 	E	A	I
	<ul style="list-style-type: none"> achieve personal and team performance targets 	E		I
	<ul style="list-style-type: none"> maintain personal and professional boundaries 	E		I
	<ul style="list-style-type: none"> demonstrate emotional resilience 	E	A	I
	<ul style="list-style-type: none"> acquire new skills and demonstrate a strong commitment to learning and continuous professional development for self and others 	E	A	
	<ul style="list-style-type: none"> demonstrate political awareness and knowledge of political developments in respect of immigration law and policy 	D		I
	<ul style="list-style-type: none"> to respond quickly even in challenging circumstances 	E		I
	<ul style="list-style-type: none"> work flexibly, when required, including evening and weekend working 	E		I
Experience of	<ul style="list-style-type: none"> delivering and coordinating services for vulnerable women 	E	A	
	<ul style="list-style-type: none"> working with women with a range of complex needs 	E	A	
	<ul style="list-style-type: none"> Service delivery in a non-judgmental and empathetic way 	E		I
	<ul style="list-style-type: none"> developing and maintaining partnerships and professional relationships with statutory and non-statutory organisations 	E	A	
	<ul style="list-style-type: none"> working with partners from the Criminal Justice System 	E		I
	<ul style="list-style-type: none"> working in an environment that requires confidentiality 	E		I
	<ul style="list-style-type: none"> working to set policies and procedures 	E	A	
	<ul style="list-style-type: none"> planning and delivering group-based training or workshop programmes. 	D	A	I
Knowledge and Understanding of	<ul style="list-style-type: none"> the complex needs of Foreign National and BMER women who are or have been involved in the criminal justice system, and are under immigration rules and restrictions 	E		I
	<ul style="list-style-type: none"> safeguarding practices and policies, and the ability to promote safeguarding among clients and colleagues. 	E		I
	<ul style="list-style-type: none"> the Data Protection Act and GDPR. 	E		I
Other Requirements	Interested and motivated to further own skills and knowledge	E	A	I
	Commitment to Hibiscus' Equality and Diversity policy and anti-discriminatory practice in all areas of our work	E		I