

JOB DESCRIPTION

JOB TITLE	<p>Project Worker – Wraparound and Diversion</p> <p>*This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.</p>
TEAM	Criminal Justice
SALARY BAND	<p>£24,000 - £28,000*</p> <p>*The successful candidate will be appointed towards the lower end of the salary scale</p>
REPORTING TO	Prisons and Criminal Justice Coordinator
RESPONSIBLE FOR	N/A
DURATION	Fixed term to June 2022, renewable subject to funding
LOCATION	<p>The post holder will work from Hibiscus office and Women’s Centre in Islington, London, with frequent travel to and work from other London women’s centres, hubs, and prisons. Flexible working arrangements available to work from home 1-2 days/week if desired. There is a requirement to travel across London on a weekly basis and work very occasional weekends by arrangement.</p>
HOURS	35 Hours per week
PURPOSE OF ROLE	<p>The purpose of this role is</p> <ul style="list-style-type: none"> ➤ to work closely with voluntary and statutory partners on two projects supporting women affected by the criminal justice system in London: Pan-London Wraparound service and the Female Offender Diversion pilot. ➤ to manage a case load of migrant women with multiple complex needs, who are affected or at risk of being affected by the criminal justice system and are under immigration restrictions, including survivors of trafficking. ➤ to work holistically with the women to provide a fully tailored service, providing consistent practical and emotional support and advocacy through an empowering, trauma informed gendered approach enabling access to provisions and supporting long-term recovery.

KEY RESPONSIBILITIES

Role specific

- Assess referrals from partner organisations and ensure that women who meet the criteria have access to the programmes
- Act as the main point of contact for referrals to the Diversion project
- Devise support plan with set and achievable goals with each woman
- Ensure each of your clients has a clear understanding of her statutory entitlements and obligations by providing up to date information on housing, health and welfare benefits
- Ensure women know how their immigration status may affect their rights to reside and work in the UK, and support them to engage with the immigration process (including to access legal advice where needed)
- Identify and support women who may have been trafficked and work with appropriate agencies to achieve the best outcomes for the women
- Support migrant women affected by the criminal justice system to address the specific vulnerabilities they face, including overcoming language barriers, building connections, and to understand and navigate life in the UK
- Engage women in Hibiscus and other partners' activities as appropriate to each client, to promote practical support, wellbeing and empowerment and agency
- Ensure women referred through the Diversion project understand how to comply with out of court disposal where applicable
- Provide through-the-gate support to women referred to Wraparound project from prison, including in-reach support (maximum 3 visits) to build relationships prior to release and support in securing suitable accommodation; and meeting at the gate where required
- Promote a climate of openness so that clients are able to voice anxieties, needs and concerns
- Refer appropriately to other projects and services within Hibiscus or externally
- Provide language support if requested
- Actively engage and communicate with the partnership teams and staff members at Hibiscus to maximise and improve the delivery of holistic services to migrant women with complex needs
- Actively work with all stakeholders in the projects, including colleagues based in police custody suites, to ensure a solution-focused approach for the client group and equal access to diversion options for migrant women
- Maintain and develop effective collaborations with statutory, partner and other non- statutory organisations to broaden access routes into our specialist services
- Promote women's involvement in the development of services
- Develop expertise regarding the complexities of client needs
- Produce reports and evaluations on all work carried out and as requested
- Attend regular meetings with partners, including at their locations (mainly Stockwell, Hammersmith, and Finsbury Park)
- Provide occasional cover at Hibiscus Women's Centre

Monitoring and evaluation

- Record on dedicated database goals, activities, attendance, and detailed case notes for monitoring purposes
- Maintain a database of case studies for monitoring and funding purposes
- Collaborate with colleagues to prepare detailed, accurate and timely reports to partners
- Contribute to reports and evaluations in consultation with other Hibiscus staff members on all work carried out and as requested
- Maintain and improve a directory of relevant referral agencies and contact telephone numbers
- Ensure all files and documentation are kept in accordance with agreed administrative systems

Internal and external communication

- Communicate effectively with coordinating staff from our delivery partners, other team members, volunteers, the women accessing our services, external organisations and the general public
- Develop and maintain professional and collaborative working relationships with the partnership organisations and other relevant statutory and voluntary organisations in the field
- Develop mutually beneficial relationships with a range of organisations who can provide practical help to our women
- Participate in events as requested with the aim of encouraging dialogue, promoting understanding and relevance of the projects and of our work at Hibiscus
- Liaise with and provide information and learning opportunities to staff from other organisations about Hibiscus' target groups
- Liaise with Hibiscus' communication colleagues to raise awareness of programmes and of special activities on social media
- Attend and participate in regular team and staff meetings and actively disseminate relevant information to colleagues.

Financial

- Adhere to financial procedures and account for spending on the projects

Personal/professional development and training

- Take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- Attend and prepare for regular line management meetings
- Participate in annual reviews in accordance with Hibiscus policy
- Attend and prepare for any other supervision.

FURTHER INFORMATION

- The post holder must at all times carry out duties and responsibilities with due regard to Hibiscus equal opportunities policies and procedures.
- The post holder must ensure that personal information for clients, members of staff and all other individuals is accurate and kept secure and confidential at all times, in compliance with the Data Protection Act 2018.
- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- The post holder is required to fully familiarise themselves with and comply with Hibiscus policies and procedures.
- The post holder must 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.
- The post holder will be subject to checks by the Disclosure and Barring Service.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to their grade, that are not listed above, at the direction of their line manager.

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PERSON SPECIFICATION

Essential

- Experience of working directly with women affected by the criminal justice system, the immigration system, or gender-based violence;
- Experience delivering individual practical support, wellbeing, and/or empowerment and agency interventions to women with complex needs;
- Experience of providing information, advice, and advocacy on a range of matters such as immigration, welfare and employment;
- Experience of working in partnership with statutory and non-statutory organisations, and proven ability to engage and influence a range of stakeholders;
- High levels of confidentiality, able to act with discretion, sensitivity and diplomacy;
- Ability to demonstrate trauma-informed, gender-responsive, practice;
- Ability to maintain clear boundaries with clients and manage challenging behaviour with empathy;
- Proactive approach to working, able to take own initiative and manage competing priorities; and
- Commitment to the vision and values of Hibiscus;

Desirable

- OISC Accreditation level 1 or above;
- Fluency in languages other than English; and
- Lived experience of any of the issues Hibiscus works on.