

## Details of Post: Development Worker for Black Asian Minoritised Ethnic (BAME) and other Services

Female applicants only. Equality Act 2010, Schedule 9, part 1 applies.

### JOB DESCRIPTION

<b>Responsible to</b>	Trafford Rape Crisis steering group and collective members.
<b>Responsible for</b>	Promotion and development of TRC's BAME and other support services, fundraising, and networking.
<b>Based</b>	Trafford.
<b>Hours</b>	35 hours per week (job-share possible). Evening and weekend work required.
<b>Salary</b>	£27,052 pa
<b>Leave</b>	25 days + bank hols.
<b>Term</b>	9 months first instance, subject to funding. Three months probationary period.

Full DBS checks will be required for this role, and confidential disclosure forms will be required from all shortlisted applicants.

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## PURPOSE OF ROLE

The Development Worker will work alongside the Centre Manager and Volunteer Coordinator to:

- Develop community links to establish and develop existing partnerships with BAME and other communities and agencies in order to develop, promote and raise awareness of Trafford Rape Crisis.
- Contribute to and develop the Trafford Rape Crisis BAME telephone helpline and other support services.
- Deliver services that are effective, sustainable and ethical in line with TRC's service level agreement, and contribute to funding bids and applications for existing and future services.
- Further assist with the development of services and provision for women and girls within the Trafford area as required.

In addition, the post holder will be working on specific projects such as TRC's *Where is the Love (WITL)?* National Lottery funded self-care project for women. WITL will offer free holistic self-care courses to women who have experienced sexual violence, or any other kind of trauma. The project aims to empower women to discover tools for coping and recovery (such as meditation/mindfulness etc.) they can call upon in times of crisis. The Development Worker will coordinate and deliver the project, alongside other collective members and sessional workers who have a range of professional expertise and skills.

The post-holder will also be required to contribute regularly to the helpline rota and to attend meetings of the collective including steering group meetings and volunteer meetings as required. This will require flexible working including evening working.

## KEY RESPONSIBILITIES

The key responsibilities of the post are to work with collective members in the following areas:

### 1. Service promotion and development

- 1.1 Promote understanding and raise public awareness on WITL's project aims and issues related to sexual violence, with a focus on BAME communities, by giving talks/presentations, running stalls and workshops and through local and social media.
- 1.2 Develop a proactive approach to reaching and engaging those affected by sexual violence from BAME and other communities.
- 1.3 Develop community links to establish and develop existing partnerships with communities and other agencies in order to develop, promote and raise awareness of WITL and Trafford Rape Crisis' services in general.

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- 1.4 Arrange and attend promotional activities as required, including visits and displays in a variety of appropriate venues and to ensure that the display and promotional materials are relevant and appropriate for their intended audience.
  - 1.5 Create publicity material for WITL and other projects and services, and promote these on TRC's website and on social media.
  - 1.6 Ensure that stocks of appropriate promotional and information materials are available in appropriate formats and in a wide range of community settings.

## **2. Management and Coordination**

- 2.1 Manage and coordinate WITL including recruiting and coordinating sessional workers, setting up a database, develop referral mechanisms for the project and facilitate sessions where required.
- 2.2 Monitor and evaluate project activities and report verbally and/or in writing to funders, trustees and the Collective.
- 2.3 Develop new and enhance existing policies, procedures and service provision in TRC relevant to BAME communities.
- 2.4 Work with others on securing funding for relevant projects within the TRC business plan.
- 2.5 Engage with own line management, supervision, training, personal development and wellbeing, using opportunities provided by TRC to do so.

## **3. General**

- 3.1 Work to maintain and promote the credibility and reputation of Trafford Rape Crisis.
- 3.2 Attend external groups/networking as directly linked with the role and working in partnership with organisations where required.
- 3.3 Ensure that a diverse group of women and girls benefit from WITL and other services of TRC.
- 3.4 Report to collective members and to carry out any further work that it is reasonably requested in furtherance of TRC's aims.

**PERSON SPECIFICATION**

E = Essential criteria    D = Desirable criteria A = assessed via the application form    I = assessed through the interview process		
<b>CRITERIA</b>	<b>E</b>	<b>A / I</b>
<b>1. KNOWLEDGE</b>		
1. Knowledge and understanding of the impact of sexual violence on individual survivors, their families, friends and communities, and the complex needs this gives rise to and how these can be supported by Rape Crisis Centre helplines and face to face services.	E	A
2. Knowledge of what it is to work collectively.	D	A
3. Knowledge of the diverse range of needs, issues and problems faced by women in the community and how these impact on women from different communities, BAME women in particular.	E	A
4. Knowledge and understanding of confidentiality requirements and safeguarding.	E	A
5. Knowledge of current funding landscape in the third sector.	D	A
<b>2. SKILLS and ABILITIES</b>		
1. Commitment to working within a feminist approach and ability to work in a women-centred way including to support women experiencing distress.	E	A
2. Commitment to wellbeing for service users, employees, volunteers and yourself, and knowledge of wellbeing and self-care practices.	E	A

3.	Professional approach to work, including effective time-management skills, ability to prioritise and deliver to deadlines, excellent record keeping, ability to work on own initiative and commitment to lifelong learning.	E	A
4.	Ability to plan, coordinate and deliver a project	E	
5.	Ability to work openly and effectively with a wide range of people (collective members, service users, funders, external organisations etc).	E	A
6.	Flexible and adaptable approach to work, with a commitment to adopt a flexible working pattern including evening and weekend working.	E	A
7.	Excellent verbal and written communication skills and basic numeracy, including the ability to prepare and deliver presentations, workshops and talks to different audiences.	E	A
8.	Demonstrable commitment to anti-oppressive and anti-discriminatory practice and an ability to develop systems that support this.	E	A
9.	Ability to develop service provision in line with monitoring and evaluation gathered using a variety of tools.	E	A
10.	A good level of IT skills and awareness of emerging technologies, including specific IT skills to support communication, including specifically proficiency in using:	E	A
	10.1. Microsoft office (Word, Excel, Power Point).	E	A
	10.2. Social networking tools.	E	A
	10.3. Web-based media (for instance, basic web development)	D	A
11.	Ability to work with peers and develop a team approach.	E	A
<b>3. EXPERIENCE</b>			
1.	Experience of working or volunteering within the voluntary sector, especially with BAME communities	E	A

2. Experience of networking in community settings.	E	A
3. Experience of promoting, planning, coordinating and running projects, especially projects for women.	E	A
4. Experience of delivering presentations and/or workshops tailored to audience needs.	E	A
5. Experience of writing successful funding bids for project work and writing reports to external funders.	D	A
6. Experience of capturing, inputting and analysing data.	D	A
7. Experience of supporting women who have experienced both current and historical sexual violence.	E	A
8. Experience of developing services within community settings.	D	A