

BAMER Outreach Worker

Hours: 20 hours per week

Salary: 15,000 – 16,000

Responsible to: Director

Location: High Wycombe

MAIN PURPOSE OF THE POST

- ♀ To raise awareness of the issues of sexual violence among BAMER women and those who work with them
- ♀ To ensure access for BAMER women to the full range of services provided by Rape & Sexual Abuse Support Service
- ♀ To create a Directory of partners, agencies and voluntary organisations that can support all women who have experienced sexual violence
- ♀ Prevention of abuse through educating young people
- ♀ Produce publicity materials for survivors and partner agencies

DUTIES AND RESPONSIBILITIES

Key Tasks

- a) To ensure the production and translation of information and publicity materials appropriate to all women including our local BAMER communities
- b) To create and find opportunities to present the work of Rape & Sexual Abuse Support Service to women in the BAMER communities
- c) To organise and attend events for BAMER women
- d) To act as a support for BAMER women accessing our services
- e) To develop and work on an Asian women's helpline
- f) To encourage BAMER women to train as volunteers
- g) To create relationships with key people in our BAMER communities
- h) To liaise with partners, agencies and voluntary organisations – expanding the network of support for all women accessing our services including our local BAMER communities

General

- To liaise regularly with the Director to devise and prioritise plans of work and attend supervision/support sessions
- To maintain clear and accurate records of work done and in progress, ensuring that they are accessible to other staff and Board of Trustees as appropriate

- To establish and maintain effective and open communication with paid staff, volunteers, Board of Trustees and external agencies
- To meet regularly with other members of the staff team
- To ensure the smooth running of the office generally and implement useful systems designed by other workers
- To attend training sessions for own personal and professional development

Shared

- To work within the ethos, policy and practices of the organisation and contribute to a women-centred working environment
- To be conversant with policies and commit to their ongoing review and development
- To ensure the continuing commitment of the organisation to the provision of equal opportunities in all aspects of its work
- To ensure the observance of strict confidentiality by all persons associated with the organisation
- To contribute to the ongoing development of the organisation and to work to further the best interests of female survivors of sexual violence
- To support our service users when they contact our helpline
- To promote user participation in the service
- To take part in meetings, discussions, training and working groups as appropriate
- To contribute to the production of information and publicity materials
- To be willing to work as a team member to cover duties when a member of staff is absent
- To undertake any other duties commensurate with the objectives of the post through liaison with the Director.

Experience, skills and knowledge may have been gained in paid or unpaid work

Essential Previous Experience

- experience of working directly with a wide range of people in a service provider role
- experience of gathering and assessing information sensitively
- experience processing information and working to agreed outcomes
- experience of giving accurate detailed information to others
- experience of keeping detailed records
- experience of working in a team to provide a service

Essential Skills

- able to be an active and empathetic listener
- able to form working relationships quickly
- able to work within professional boundaries
- able to keep methodical and accurate records
- computer literate
- able to make practical and realistic plans
- be fluent in Asian languages, to include Urdu / Mirpuri / Punjabi
- knowledge of Honour Based Violence and Forced Marriage
- knowledge of welfare rights and benefits
- knowledge of statutory and voluntary agencies available to provide services to women

- knowledge of women's issues, related to sexual abuse

Should a number of applicants fulfil the essential requirements of the post, preference will be given to applicants who meet these desirable requirements.

Desirable Skills

- experience of facilitating groups
- experience of working within a confidential service
- experience of representing a service or cause positively and persuasively
- car owner and have current driving license

Desirable Knowledge

- criminal and civil justice system
- knowledge about issues relating to mental health, substance misuse

To apply for this position, please email your CV to mona@gaiahrconsultancy.com