**SWANSEA WOMEN’S AID**

**APPLICATION PACK**



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Dear Applicant,

Thank you for your interest in employment with Swansea Women’s Aid. You will find enclosed:

* Job Description and Person Specification
* Application form
* SWA mission statement and banner aims
* SWA philosophy
* Information sheet
* Project information
* Equal Opportunities Monitoring Form

Please ensure that you follow the guidelines when completing the application form. We operate an equal opportunities recruitment policy and use a pointing system for short-listing. If the application form is not completed as directed, this could mean that you will lose out on points.

Completed application forms can either be returned by post to Recruitment, Swansea Women’s Aid, 28 Bond St, Swansea, SA1 3TU or by email to swa@swanseawa.org.uk.

Additional information regarding Swansea Women’s Aid is available on [www.swanseawomensaid.org](http://www.swanseawomensaid.org). and you may find it useful to refer to this site when making your application.

The closing date for applications is **9am on Monday 28th September 2020.**

Please note that any applications received after this will not be considered.

Interviews will take place on **Thursday, 1st October 2020 via Zoom.**

Should you require any further information regarding this post, please ring 01792 644683 and ask to speak to the CHYPS Team Leader, Lisa Conte

We wish you every success in your application.

Yours sincerely,

Lynne Sanders

Chief Executive

**SWANSEA WOMEN’S AID**

**JOB DESCRIPTION**

Job Title: **CHYPS Referral & Engagement Worker**

Reports To: **CHYPS Team Leader**

Direct Reports : none

**Main Purpose of the Role**

To work within the Children and Young People’s Service (CHYPS) taking responsibility for the administration of referrals received and allocation of cases to support workers, providing assistance with initial and ongoing engagement as required. Promotion of service at external events to raise awareness and encourage engagement.

**Specific Responsibilities:**

1. Be the point of contact for all internal and external referrers, ensuring all the initial required information is supplied.
2. Respond to referrer queries, providing updates as appropriate and in line with GDPR requirements.
3. Process all referrals into the CHYPS project.
4. Contact parents and referrers to carry out initial assessments to establish what support is appropriate, maintaining contact until the case is allocated to a support worker.
5. Maintain central referral waiting list, ensuring it is updated as referrals are processed and allocated to support workers.
6. Allocate 1:1 cases to support workers or play therapist as capacity becomes available
7. Ensure parental consent & GDPR forms are completed by each parent
8. Contact schools to set up initial 1:1 meetings on behalf of support workers
9. Contact schools to gain permission for children to attend STAR Group/Club
10. Send text/email reminders to parents about Group sessions and activities
11. Comply with all child and adult protection procedures in SWA and report to CHYPS Team Leader any concerns /issues in this area.
12. Adhere to SWA health and safety policy and report any risks/concerns to the Team Leaders, taking immediate steps where necessary to protect health and well-being of service users/team members.
13. Encourage service user participation through contact with referrers and parents/ whenever possible
14. Liaise with support workers to ensure all monitoring information is kept up-to-date
15. Regularly update monitoring databases and OASIS with referral information
16. Assist Team Leader to compile statistics for reporting purposes
17. Represent the CHYPS project at public events, conferences and similar to raise awareness of the project and encourage engagement.
18. Carry out ad hoc admin tasks for support workers as necessary and as directed by the CHYPS Team Leader.

**General responsibilities:**

1. Demonstrate and promote the organisation’s ethos of informed choice, and its vision and values.
2. Participate in team meetings, supervision and appropriate training
3. Work in accordance with SWA Policies and Procedures and standards and overall aims and objectives of SWA
4. Undertake any other reasonable duties as required by the Finance Manager
5. Proactively implement SWA policies for anti-discriminatory practice and equality of opportunity, ensuring that services are available for and meet the needs of all e.g. minority and disabled children and young people etc.
6. Any other reasonable duties as required by the CHYPS Team Leader.

**Person Specification:**

**Essential Characteristics**

**Personal and Administrative skills:**

1. Good communication skills both written and verbal.
2. Experience of administrative skills-i.e. filing systems, record keeping and databases.
3. I.T. skills – ability to use core programmes of Microsoft Office package
4. Ability to work as part of a team and on own initiative.
5. Good organisational skills, including ability to prioritise tasks.
6. An awareness and commitment to the principle of empowerment and self-help.
7. An awareness and commitment to the principles of good customer service.
8. Ability to work in our central office, (Bond St Swansea).

**Strongly Desirable Characteristic:**

1. Ability to speak Welsh

**Desirable Characteristics:**

1. A full valid driving license.
2. Ability to speak other language/s
3. Ability to undertake risk assessment with regards to yourself and co-workers
4. A commitment to Swansea Women’s Aid way of working

 PRIVATE AND CONFIDENTIAL

**SWANSEA WOMEN’S AID**

**APPLICATION FORM**

**POST: CHYPS REFERRAL AND ENGAGEMENT WORKER**

**PERSONAL DETAILS**

Name: ………………………………………….

Address:…………………………………………………………………………..

…………………………………………………………………………………...

…………………………………………………Post code: ……………………

Tel No: (Day)…………………………… (Eve)……………………………..

E Mail address:………………………………………………..

*Please note if your daytime tel. no is your present employment: If we need to ring you in relation to this post, we will not disclose this.*

**Please give the name of two referees, one of whom must be your recent/previous employer. Please note that references will only be taken up when an offer of employment is made**

Name………………………………….. Name………………………………………

Position……………………………….. Position……………………………………

Address……………………………….. Address……………………………………

………………………………………... …………………………………………….

……………………………………….. …………………………………………….

Postcode……………………………… Postcode…………………………………..

Email: Email:

**Successful appointment is subject to satisfactory references and an enhanced Disclosure and Barring Service Check**

**Under the Equality Act 2010 pursuant to Schedule 9, Part 1, this is a woman only**

**Post**

**Question 1**

**EMPLOYMENT HISTORY**

As an organisation, SWA attaches equal value to experience gained through both paid and voluntary employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES****FROM TO** | **EMPLOYER’S NAME & ADDRESS** | **POSITION HELD & DUTIES** | **SALARY & REASON FOR LEAVING** |
|  |  |  |  |

**Question 2**

SWA is interested in any formal or informal qualifications that you may have, particularly those relevant to this post. Please also include details of any relevant training undertaken.

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **DATES****FROM TO** | **SCHOOL,COLLEGE, UNIVERSITY ETC** | **QUALIFICATION &/OR COURSE NAME** |
|  |  |  |

**TRAINING COURSES/SEMINARS ATTENDED**

|  |  |  |
| --- | --- | --- |
| **DATE ATTENDED** | **ORGANISING BODY** | **DETAILS OF COURSE/SEMINAR** including any certification awarded |
|  |  |  |

**Question 3**

With reference to the Person Specification for the post, please explain and provide examples of how you meet **each essential and desirable criterion (please ensure you follow the guidelines relating to question 3 on the ‘filling in the form guidelines’ page below)**. Please attach a continuation sheet if necessary.

|  |
| --- |
|  |

**Question 4**

Please give brief details of your personal interests and hobbies, particularly where they illustrate the use of skills and personal qualities relevant to the post.

|  |
| --- |
|  |

**Question 5**

**COMPUTER LITERACY**

Do you have any experience of using work processors/computers?

**YES / NO**

If YES, please give details of software packages used:

**Question 6**

Please tell us of any dates when you would not be available for interview: ……………………

**DECLARATION**

I certify that all the information provided in this application form is true, accurate and complete to the best of my knowledge and that I have the right to work in the United Kingdom. I understand that should this not be the case, then it may put any offer of employment made by SWA in jeopardy, or result in dismissal.

**SIGNED: …………………………… DATED: ……………………**

**ON COMPLETION, PLEASE RETURN THIS APPLICATION FORM, MARKED PRIVATE AND CONFIDENTIAL, TO:**

Recruitment,

Swansea Women’s Aid.

28 Bond St,

Swansea

SA1 3TU

**OR**

By email to swa@swanseawa.org.uk

##### **Applications must reach us by the closing date of: 9am on Monday 28th September 2020.**

##### **Data Protection/GDPR**

You will either have sent your personal data directly to us or to a third party agency. However your application is sent, it will be received by an authorised Administrator who will separate the application form from the Equal Opportunity form, log that your application has been received and pass your application form to the Recruitment Officer. The Administrator plays no role in the selection process but will be given your contact details to advise you of the progress of your application, as advised by the Recruitment Officer.

All information held about you is treated as confidential, protected by passwords /locked files, as appropriate and access strictly restricted to nominated persons and will be deleted, as soon as possible and within 6 months of completion of the recruitment process.

The Administrator collates and anonymises the equal opportunities monitoring data to provide general statistics relating to SWA’s equal opportunities performance, which may be reviewed by the Senior Team, Board and or funders. It will not be used for any other purpose.

The data on your application form will only be viewed by the Recruitment Officers and used for selection purposes only. It will not be passed on to any other person/third party or used for any other person.

Only the successful candidate’s application will be retained and it will be retained for the duration of employment to be destroyed 6 months after the individual has left the Organisation.

We take our responsibility to protect your personal data seriously and if you have any queries or concerns or wish to amend any of the information provided, you can raise these to the appropriate person. Please see [www.swanseawomensaid.com](http://www.swanseawomensaid.com) for SWA’s Privacy Policy.

Please indicate below where you saw the job advertisement for this post:

………………………………………………………………………………………………..

E.g. Job Centre, Charity Job Finder, Recruit 3, SWA website etc.

***Filling in the form guidelines***

If you have a communication difficulty such as dyslexia, please make us aware of this.

##### ***Pointing system***

In order to reach the shortlist, an applicant must meet ALL of the essential criteria in the Person Specification. Each essential criterion carries points of 0 to 3. Each desirable criterion carries points of 0 to 1. If an applicant points zero on any of the essential criteria, they will not be considered for the shortlist, even if the applicant pointed highly elsewhere. Applicants who are short-listed generally point between 2 & 3 on each essential criterion. Applicants do not need to score on the desirable criteria to be short- listed.

To score between 2 & 3, an applicant must outline their experience / ability and then *demonstrate.*

For example, a question in the application form asks about applicant’s organisational skills. An applicant may state that in all their jobs they have been required to have good organisational skills *(Outlining experience).* Demonstrate this by telling us how you developed them, for example, *‘through work where I was required to…’* or, *‘through training / voluntary work / education, it was essential to…’*

It is essential when answering Question 3 that you ensure you address each of the stipulated essential criterion. The easiest way to ensure this is to use the headings and numberings as follows:

**For example**

1. 1.Experience of working with women (and children) with differing social and emotional needs.

*Answer*

1. An awareness and an understanding of the differing experiences of different cultural and social backgrounds.

 *Answer*

1. An understanding/experience of the causes and the long term effects of domestic abuse.

 *Answer*

This advice may seem a bit basic but it is surprising how often applicants can focus on certain essential criteria and fall short on others. We want all applicants to have the best possible opportunity to highlight the required experience and skills to work effectively within this post.

**SWANSEA WOMEN’S AID**

**Vision**

A world where women and children are free from abuse

**Mission statement**

Supporting and empowering women and children to live free from domestic violence and abuse in all its forms.

**Values**

* Excellence – in all we do and how we do it
* Equality –non-discriminatory and non-judgemental
* Diversity – everyone welcomed and valued
* Women and children at the heart of all we do – being supported, informing and directing services
* Innovation – in service delivery and planning
* Integrity - honesty, reliability, trustworthiness
* Empowerment – encouraging women and children to reach their full potential
* Confidential – respecting privacy and lawful
* Collaborative – working with others to change things for the better

**SWANSEA WOMEN’S AID - PHILOSOPHY**

**Women only**

Swansea Women’s Aidis part of the wider Women’s Aid movement, run by women for women. We believe that in order to develop confidence and self-esteem, women need ‘space’ to identify their strength and weaknesses away from male influence. Sexism serves not only to systematically undermine and abuse women but also to divide women and alienate them from each other. We feel that the ‘space’ that Women’s Aid provides for women allows them to define themselves according to their own needs and not according to the attitudes of society.

**Admissions**

Refuge and Safe House space is there for all women who are experiencing domestic violence and are afraid to live in their own homes. We do not discriminate against any woman on grounds of race, religion, sexual orientation or disability. If our Refuge or Safe Houses in Swansea are full, we will contact other groups throughout Wales until Refuge space is found.

**Self Help**

It is essential to our work to provide a place of safety where women can determine their own future. Women staying in the Refuge are responsible for the day to day running of the house. We believe that it is crucial that women are given the space to rebuild their confidence so that they can resume responsibility for their lives in an atmosphere of mutual respect and co-operation. Women’s Aid supports women in this development at whatever stage individual women are at any time.

 **SWANSEA WOMEN’S AID**

 **INFORMATION SHEET**

**JOB TITLE**: CHYPS REFERRAL & ENGAGEMENT WORKER

**HOURS OF WORK**: 20 PER WEEK

Hours are agreed and need to be worked flexibly. Any overtime will be compensated for by time in lieu.

**SALARY**: £15,870 (pro rata)

**CONTRACT LENGTH**: This post is funded by the Local Authority and will end 31st March 2021 2020.

**HOLIDAY ENTITLEMENT**: 25 days per year, plus bank 9 bank holidays (pro rata).

**PROBATIONARY PERIOD**: Three months

**PENSION**: Swansea Women’s Aid contributes 6% of the basic annual salary into the Swansea Women’s Aid qualifying workplace pension scheme.

**OTHER**:

All workers are required to undergo an enhanced Disclosure and Barring Service check.

The post holder will work as part of the CHYPS team and will report to the CHYPS Team Leader. This team supports children and young people in the community and those living in refuge and /or safe house accommodation.

Swansea Women’s Aid is a women-only organisation with both paid and unpaid workers and is affiliated to Welsh Women’s Aid.

Swansea Women’s Aid is an equal opportunities employer and welcomes applications from all sectors of the community.

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**CHYPS PROJECT INFORMATION**

The CHYPS project will work with children and young people aged 5 – 18 years who have experience of domestic abuse – past or present. It is funded by the Big Lottery for 3 years.

The staff team will consist of 2 Community Support Workers, 1 Refuge and Safe House Support Worker, a part time Play and Activities Worker, a part time Referral and Engagement Worker and the CHYPS Team Leader. We also run a pilot Play Therapy project in year 2 of the project for younger children.

The SWA Changing Attitudes Together Project Worker funded by Children in Need will also be part of the team and managed by the Team Leader.

**PROJECT DELIVERY**

The project will be delivered across the City and County of Swansea. The support available from the CHYPS project will comprise of 8 key elements:

1. Age appropriate STAR programmes, delivered at SWA premises or in community venues
2. 1:1 support, provided at a time and venue chosen by the child or young person (e.g at school, at home or in a community venue)
3. 1:1 bespoke ‘whole family’ support in our emergency accommodation
4. Informal advocacy where required to ensure children’s rights to access other services (such as health and education) are being met
5. A play therapy pilot programme for children of primary school age
6. Rolling age appropriate play and activities programmes shaped by children and young people using the service
7. Parenting support, through 1:1 contact or group workshops
8. Specialist support for young people using abusive behaviour in their own relationships via the SWA Changing Attitudes Together (CHAT) project.

The delivery of the project will be overseen by a Steering Group comprising of a SWA trustee, the Chief Executive, CHYPS Team Leader and representatives from service users of the project and key partner agencies.

Equal Opportunities Monitoring Form

In accordance with our equal opportunities policy, SWA will provide equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, sex, gender identity, marital status, disability, sexual orientation, pregnancy or maternity, religion/belief or age.

Your assistance is requested to allow us to monitor the effectiveness of our Equal Opportunities Policy by completing and returning this form. Please note that the monitoring form does not form part of your application and will be detached from it on receipt, stored separately in a locked confidential file and will not be available to the selection panel. You can send it separately if you wish.

On receipt an officer unconnected with the selection process will compile anonymous statistics from all applications. Personal information will not be shared and all forms will be destroyed after 3 months. The information you provide will not be used for any other purpose than to monitor the effectiveness of the equal opportunities policy, anonymous monitoring statistics only may be reviewed by the Board and or our funders.

**Personal Details:**

**Please tick the boxes that are relevant to you and complete all sections**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.Age | 16-24 [ ]  | 25-29 [ ]  | 30-34 [ ]  | 35-39 [ ]  | 40-44 [ ]  |
|  | 45-49 [ ]  | 50-54 [ ]  | 55-59 [ ]  | 60-64 [ ]  | 65+ [ ]  |
| Prefer not to state Age | [ ]  |  |
| 2. Gender | Male [ ]  | Female [ ]   |
| Prefer not to state gender | [ ]  |  |
| Gender Identity (options) | If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? |
| Transsexual [ ]  | Transgender [ ]  | Intersex [ ]  |
| 3.Married/Civil partnership | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |

|  |
| --- |
| **4.Pregnancy and Maternity** |
|  I am pregnant/adopting a child Yes [ ]  No [ ]  Prefer not to say [ ]  |

**5.Sexual Orientation: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual | [ ]  | Gay Man | *[ ]*  |
| Gay Woman / Lesbian | [ ]  | Heterosexual / Straight | [ ]  |
| Other | [ ]  | Prefer not to say | [ ]  |

**6.Religion or belief: Please tick against one of the following**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No religion | [ ]  | Buddhist | *[ ]*  | Christian | [ ]  |
| Hindu | [ ]  | Jewish | [ ]  | Muslim | [ ]  |
| Sikh | [ ]  | Prefer not to say | [ ]  |  |  |
| Other | [ ]  | Please state:  |

**7.Ethnic origin: Please tick against one of the following**

|  |  |  |
| --- | --- | --- |
| Asian/Asian British; | Bangladeshi | [ ]  |
| Chinese | [ ]  |
| Indian | [ ]  |
| Pakistani  | [ ]  |
| Other Asian  | [ ]  |
| Black/African/Caribbean/Black British; | African | [ ]  |
| Caribbean | ***[ ]***  |
| Other Black  | [ ]  |
| Mixed/Multiple Ethnic Groups; | White & Asian | [ ]  |
| White & Black African | [ ]  |
| White & Black Caribbean | [ ]  |
| Other Mixed  | [ ]  |
| Other Ethnic Group; | Arab | [ ]  |
| Any Other Ethnic Group | ***[ ]***  |
| White; | English/Welsh/Scottish/Northern Irish/British | [ ]  |
| Gypsy or Irish Traveller | [ ]  |
| Irish | [ ]  |
| Other White | [ ]  |
| Prefer not to say | [ ]  |

**8.Disability: Please tick against one of the following**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Disability**  definition under the Equality Act 2010In the Act, a person has a disability if:* they have a physical or mental impairment
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities
* For the purposes of the Act, these words have the following meanings:
* 'substantial' means more than minor or trivial
* 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
* 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.**Progressive conditions considered to be a disability**There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairment are automatically deemed to be disabled.**Conditions that are specifically excluded**Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non–prescribed substances.

|  |  |
| --- | --- |
|  | **Do you consider yourself to have a disability according to the terms above?**  Yes/No/Prefer not to say |
|  | *If you have answered yes, please indicate the type of impairment which applies to you. If your experience more than one type of impairment, please tick all the types that apply. If your disability does not fit any of these types, please circle Other and specify.* |
|  | Physical/mobility impairment, such as a difficulty using your arms or mobility issues which require you to use a wheelchair or crutches |
|  | Visual impairment, such as being blind or having a serious visual impairment |
|  | Hearing impairment, such as being deaf or having a serious hearing impairment |
|  | Mental health condition, such as depression or schizophrenia |
|  | Learning disability/difficulty, such as Down’s syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder |
|  | Long-standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy |
|  | Other (Please specify below) |

Yes [ ]  No [ ]  Prefer not to say [ ] This information is provided for monitoring purposes only – if you need reasonable adjustments you should arrange these separately as this form will not be seen by the recruitment officers.  |

Thank you for taking the time to complete the information requested on this form, and thereby enabling us to monitor the effectiveness of our equal opportunities policy.

**Name:**

**Signature: Date:**