

## Job Description

**Job Title:** Activity Hub Worker

- *Schedule 9, Paragraph 1 of the Equality Act 2010 applies.*
- *This post is exempted from the Rehabilitation of Offenders Act 1974.*
- *Fixed term until May 2023*

**Location:** Shaw Trust, Birmingham, B3 2DP

**Grade:** SCP 21-25

**Salary:** £21,344 - £23,986 per annum

**Hours:** 37 hours per week

**Responsible to:** Drop-In & Outreach Coordinator

### Background to the project

Anawim is an independent charity originally founded by the Sisters of Our Lady of Charity. The trustees include representatives from Father Hudson's Society and Our Lady of Charity who work with them in partnership to develop the work, their joint vision and ethos continue to inspire the project. Anawim seeks to support women who are vulnerable due to poverty, homelessness, abuse, rape, addictions, and may be drawn into prostitution and/or offending as a consequence. It recognises prostitution as exploitation of women. All staff, whether working in a paid or voluntary capacity, are expected to respect and work to the core values of respecting others, valuing all, and belief in the possibility of a life lived to the full.

### Aim:

This post is to work in partnership with the Shaw Trust in the delivery of high-class interventions for women who attend the Activity Hub in the city centre to offer direct holistic support and access into the courses and services provided by the hub and offered at Anawim. Community Activity Hubs are designed for offenders to sit alongside statutory provision, to compliment activities undertaken as part of a Rehabilitation Activity Requirement or licence to help them become law abiding citizens. There is no compulsion or requirement to attend, so excellent engagement skills are required and the support offered must be relevant, required & effective, to be appreciated and valued by the women. The activity hub is designed more like a community centre or youth club and will be mixed gender, women requiring single sex venues will be encouraged to attend the Anawim centre, but if they can manage to integrate into the hub this is preferred. Women are a priority group along with BAME, those with disabilities & health conditions. There will be a range of courses and activities available within the hub including functional skills, dance & exercise, family relationships, employability skills & careers advice, debt & financial advice, CBT and un paid work placements.

Applicants for this post need to have experience of working with women to support them with a range of needs.

### **Outcomes:**

132 women will have achieved a range of outcomes including:

- Maintained tenancies
- Accessing employment and training opportunities
- Successfully diverted from further offences
- Increased self-esteem and confidence contributing to fewer incidents of domestic or sexual abuse, fewer victims of crime, reduced truancy & fewer children taken into care
- Reduction in debt and relevant benefits/income accessed
- Learning disabilities recognised & supported
- Into drug treatment
- Exiting sex work

### **Key Tasks:**

- 1 With team made up of various partner agencies including Langley Trust, PACT and others develop an effective range of courses and activities for those attending the hub.
- 2 Referrals will be from a range of organisations including Probation, LA, courts and custody resettlement teams and others. All referrals must be under Offender Management. You will have a key role in increasing referrals so will be required to do presentations to prison resettlement and probation teams.
- 3 You will undertake an initial assessment, liaise with the referrer and design the support plan in conjunction with the referrer and partners to effectively support the woman to meet her needs.
- 4 Deliver interventions in groups and one to one, working with Changing Lives to design & develop materials.
- 5 You will record onto the CATs system.
- 6 Network with potential referrers and undertake promotional work to build up referrals then draw them into all the activities and courses on offer at the hub.
- 7 Offering this support will involve accompanying to appointments and supporting within the hub to assist with the engagement into the courses and activities.
- 8 Offer mentoring & advocacy to gain trust, motivate & inspire the women to achieve potential, developing skills towards employment.
- 9 Work as a member of the existing team according to the values and vision of the project.
- 10 You will manage a caseload, undertaking individual support with each woman monitoring her progress regularly and undertaking regular reviews.

- 11** To support, advise and signpost on practical matters such as money management, benefits, homelessness, drug treatments, parenting, children's exclusion from school, health care, training, education and employment opportunities.
- 12** Maintain accurate records and prepare reports as required by Shaw Trust.
- 13** Demonstrate an awareness of the principles of equal opportunities and be committed to their implementation.
- 14** Follow Anawim's policies and procedures and comply with all relevant legislation, in particular the Health and Safety at Work etc Act 1974.
- 15** Participate in meetings and training as appropriate to the work.
- 16** Undertake additional duties within the overall running of the Anawim project as may be identified in consultation with the manager and team.

## PERSON SPECIFICATION

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Factor	Essential	Desirable	Method of Assessment
<b>Knowledge and Experience</b>	<p>Experience of working with vulnerable women with complex needs</p> <p>Working knowledge of issues surrounding drug and alcohol misuse, prostitution and mental health issues.</p> <p>Experience of offering support or interventions to potentially chaotic women</p>	<p>Knowledge of benefits, law and housing</p> <p>Experience of the prison and justice system.</p>	A, I, R
<b>Skills and abilities</b>	<p>Excellent interpersonal, communication and listening and motivational skills</p> <p>Ability to assess need and devise plan of action with the client</p> <p>Ability to network with other agencies</p> <p>Able to work as a member of the team and share information accurately</p> <p>Understanding of the need for confidentiality</p> <p>Ability to cope with stressful and emotional work</p> <p>Ability to record interventions accurately &amp; in a timely fashion on CATs</p> <p>Ability to produce reports as required</p> <p>Ability to plan and prioritise work</p>		A, I, R

<b>Other</b>	Calm, friendly and approachable disposition  Flexibility and a willingness to work <b>occasional</b> evenings and weekends.  Enhanced Disclosure from the Disclosure & Barring Service.	Full driving licence and use of own vehicle	A, D, I, R
<b>Commitment</b>	To the core values and beliefs of the Project and the Founding Partners.		I

**Method of Assessment:** A = Application Form D = Documentation I = Interview  
T = Test/Exercise P = Presentation R = Reference