

## Job Description

<b>Job Title:</b>	<b>Female Women's Centre Link Worker</b> <i>(This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010)</i> <ul style="list-style-type: none"><li>• This post is exempted from the Rehabilitation of Offenders Act 1974.</li><li>• Fixed term until March 2023</li></ul>
<b>Location:</b>	<b>HMP Foston Hall, Foston, Derby, DE65 5DN</b>
<b>Grade:</b>	<b>SCP 26-28</b>
<b>Salary:</b>	<b>£24,762 - £26,405 per annum</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Responsible to:</b>	<b>Service Manager for Prison and Dawn House</b>

### Background to the project

**Creating Community Connections** is a project led by Women in Prison, in Alliance with Anawim, Brighton Women's Centre, The Nelson Trust and Together Women to connect prisons and women in prison with a network of Women's Centres across the UK. *Creating Community Connections* will help women resettle in the community by offering them holistic support which meets their needs and addresses the root causes of offending. The project team will work towards improved outcomes for women on their release and seek to intercept cycles of trauma, disadvantage and abuse.

### Aim:

**Creating Community Connections** is recruiting 10 female Women's Centre Link Workers to create a national network and establish strong partnerships between women in prison, prison staff and Women's Centres. Each Link Worker will be based at a prison with strong links their women's centre/s and offer information, support, advice and referrals to their women's centre and others nationally. This is a new pilot project so the role is subject to review and change as the project develops. Each link worker will work with 200 women each year with the help of women's champions who will be serving prisoners. Aim to resettle a minimum of 15 women through the gate with the support of the women's centre.

### Key Tasks:

1. Act as the single point of contact for the prison for information and promotion of women's centres, informing officers, Governors and resettlement teams what women's centres do and are.
2. Work as a team with the 10 link workers nationally to strengthen relationships between women's centres and prisons across the country, enabling women to access the support they need both in prison and on release.
3. Work with other Women's Centre Link Workers and other Women's Centre staff across the country as required, to help the women develop strong and lasting connections with the support they need.

4. Build excellent relationships with prison officers and resettlement teams, offering them the information needed regarding the support each women's centre can offer. (An app is being created with a map to all the centres, this will need updating regularly as services change, WiP are leading on this.)
5. Build a team of women's champions in Foston Hall who have the information on what women's centres do and offer so they can share and encourage the whole estate to link in to their local women's centre upon release.
6. Collaborate with other Women's Centre Link Workers to develop a National 'lived experience' peer support network of Women's Centre Champion roles, which will be held by women who are currently serving prison sentences.
7. Work with the resettlement team to train the women's champions to be able to prepare women for release, informing them what they need to get ready, how things may have changed if they have served long sentences, how to claim benefits, dangers of internet/social media, housing etc.
8. Co-ordinate the release of women, ensuring the local women's centre referral process is completed to ensure women receive support immediately upon release.
9. Develop professional relationships with the women so that they feel able to voice anxieties, needs and concerns on the telephone, online or face to face.
10. Keep excellent records and notes, prepare reports for partners and funder.
11. Model and share good practice locally and nationally from specialist women's centre-related projects.
12. Work collaboratively and productively with the manager of the project employed by Women in Prison, attending line management and supervision as provided.
13. Attend training and development sessions as relevant and as provided and develop your own practice by maintaining and improving knowledge of relevant work practices
14. Attend all relevant meetings as and when directed or identified, which will include attendance at multiagency meetings.
15. Contribute toward the evaluation and monitoring of Creating Connected Communities.
16. Contribute toward data collation and reporting as required.
17. Perform any other duties as may be reasonably expected from you as directed by line management

This list should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this role and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post holder is expected to work within policies and procedures of Anawim and be committed to our ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.

The post holder must be aware of individual responsibilities under the Health and Safety at Work etc Act 1974 and identify and report as necessary any untoward accident, incident or potentially hazardous environment. This appointment is subject to receipt of a satisfactory enhanced DBS disclosure and other security checks as needed for work within prison.

**PERSON SPECIFICATION**

**Job Title:** Female Women’s Centre Link Worker  
**Location:** HMP Foston Hall

Factor	Essential	Desirable	Method of Assessment
<p><b>Knowledge and Experience</b></p>	<p>Understanding and knowledge of working within the criminal justice sector</p> <p>Previous experience of working with women with complex needs, which demonstrates a flexible approach and the ability to offer tailored support which fits individual need</p> <p>Experience of and a commitment to working positively in partnership with a range of statutory and voluntary agencies.</p> <p>Knowledge of a range of relevant local services and women's entitlements</p>	<p>Experience of working with mothers and families</p> <p>A sound knowledge of child protection &amp; safeguarding issues and a proven track record of raising concerns.</p> <p>Experience of working in the voluntary sector</p>	<p>A, I, R</p>
<p><b>Skills and Abilities</b></p>	<p>Caseload management skills and the ability to deliver support as per the requirements of both the service contract and the internal quality audit framework requirements</p> <p>Ability to advocate for the needs of vulnerable women</p> <p>Ability to work under pressure and manage high levels of distress</p> <p>Good inter-personal skills which enable you to build and maintain effective working relationships with clients, colleagues and stakeholders, within an organisation, a team and with external partners</p> <p>Ability to adapt your approach when working with different groups, e.g. clients, colleagues, partner agencies and stakeholders</p>		<p>A, I, R</p>

	<p>Ability to prioritise, evaluate and work reflectively</p> <p>Good risk assessment and risk management skills</p> <p>Ability to undertake data recording, evaluation and report-writing</p> <p>Computer literate with good administrative, recording and reporting skills</p>		
<b>Personal Qualities</b>	<p>A non-judgemental, respectful and empathic approach</p> <p>Confidence to work both on your own initiative as well as part of a team.</p> <p>Ability to train and encourage champions in their roles</p> <p>An understanding of the need to establish and maintain clear professional and emotional boundaries</p> <p>The ability to build trusting relationships and show respect to others, and an awareness of the impact of your own behaviour on others</p> <p>Treats everyone fairly and consistently</p> <p>Committed to identifying and challenging injustice, discrimination and prejudice</p> <p>Willing to adapt to changing circumstances and a creative work environment</p> <p>Committed to personal and professional development and training</p>		A, I, R

<b>Other</b>	Enhanced Disclosure from the Disclosure & Barring Service. (Requested by Anawim if appointed)	Full driving licence and use of own vehicle	A, D, I, R
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**Method of Assessment:** A = Application Form D = Documentation I = Interview  
T = Test/Exercise P = Presentation R = Reference