 

**Specialist Women’s Inclusion Practitioner**

**(Housing support) (Doorway Project)**

**Job Description**

**Job summary and purpose**

To provide gender- and trauma-informed support to women experiencing multiple disadvantage, sexual violence, exploitation and coercion. The post-holder will be based within the Doorway Women's Service providing tailored support to women to manage their accommodation and tenancies; working to identify and understand the barriers women face and providing help and support to address these intersecting issues. These roles will have a focus on specialist housing support for women and previous experience and/or knowledge in this area would be an advantage.

**Principal Responsibilities:**

* To provide consistent, intensive support and advocacy around a woman’s right to a home, using a case management approach for women experiencing multiple disadvantage in their lives enabling them to access and engage with support.
* To ensure the support is both gender- and trauma- informed and that the woman is at the centre and empowered in the approach.
* To maintain a flexible and responsive approach to working with women, undertaking outreach and floating support activities to engage with women in settings or venues in which they feel comfortable
* Use the MEAM (Making every adult matter) approach to ensure women experiencing multiple disadvantage receive a good quality service.
* Utilising Team Around Me as a means to engage with a network of partner agencies around issues of multiple disadvantage, to improve responses, identify system blockages and coordinate specialist support around the woman, led by the woman.
* To establish, develop and maintain good relationships with partner agencies, professionals and organisations both statutory and voluntary.
* To work closely with local organisations to ensure clear pathways and accessibility for women to address multiple areas of disadvantage including

homelessness, mental and physical ill-health, substance use and experience of sexual violence/exploitation.

* To engage with a network of partner agencies around issues of multiple disadvantage to improve responses and coordinate specialist support around the women.
* To work collaboratively as part of a whole-systems approach to women involved in the criminal justice system.
* To deliver harm-reduction interventions to women involved in sex work such as access to the National Ugly Mugs Scheme and access to sexual health services.
* To ensure that safeguarding practice is embedded within working practices to effectively support those vulnerable to exploitation.
* To build an evidence-base of qualitative and quantitative data to be shared with key partners and agencies and to influence future strategies.
* In conjunction with the staff team, to represent the organisation at events and boards to disseminate findings and evidence-base.

**General :**

* To undertake the administrative tasks associated with providing support services including gathering statistical information, mailing information, communicating with team members and maintaining office systems.
* To contribute to the preparation of information-based resources including leaflets and our websites.
* To work with the staff team to undertake monitoring and evaluation of the service including the writing of reports.
* To contribute to the development of policies and procedures in relation to operational area and The Magdalene Group as a whole.
* To undertake other duties as required by the CEO.

**Accountable to:** Doorway Women’s Services Manager.

**Based at:** The Magdalene Group, 61 King Street, Norwich, NR1 1PH, and other organisational premises.

**Hours of Work:** 37.5 hours per week; this is a full time post which will require flexibility with occasional early mornings, late evenings and some weekend work to meet client need.

**Salary**: £22,500 - £26,500 per annum fte.

**Annual leave**: 26 days plus Bank Holidays.

**Other Requirements**

* Due to the nature of the role it is a General Occupational Requirement that this position be filled by a female. (This role is exempt under the Equality Act 2010 Schedule 9, Part 1.)
* Enhanced clearance by the Disclosure and Barring Service for children and vulnerable adults, and vetting procedures from Norfolk and Suffolk Police.
* Undertake all relevant and mandatory training appropriate to the role.
* Essential car-user with full clean UK driving licence, business insurance and breakdown cover. This post will involve travelling within Norfolk. There may be access to use of the work vehicle.