



To apply for this role, please submit a full CV, together with a covering letter to

matt@willowdenefarm.org.uk

For more information, or if you have any question, please contact Susanah Stennett:

Telephone: 01746 718658

Email: susanah@willowdenefarm.org.uk



Job Description

- Job Title:** **Female Women's Centre Senior Linc Worker**
(This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010)
This post is exempted from the Rehabilitation of Offenders Act 1974.
- Location:** **Willowdene Women's Centre, Chorley, Shropshire**
- Salary:** **The salary band for this role is £23,000 to £26,000 per annum**
- Hours:** **39 hours per week, usually 9 – 5 but with occasional flexibility as needed.**
- Responsible to:** **Interventions Manager**

Background to the project

Willowdene Rehabilitation was established in 1988 and is a leading provider of rehabilitative interventions across the criminal justice system, substance misuse, homelessness and employability sectors. In 2017, **Local Initiatives Nurturing Change (LINC)** was founded as a gender-specific Whole System's Approach project within Willowdene to meet women's needs holistically and address the root causes of offending, by intercepting cycles of trauma, disadvantage and abuse. From June 2021, Willowdene will provide the bespoke women's intervention for the Probation Service within West Mercia, alongside its diversionary work.

Aim:

Willowdene is recruiting three female Women's Centre LINC Workers to work with women within the Criminal Justice System. Each LINC Worker will be based at Willowdene, as well as within locations in West Mercia communities to develop strong partnership relationships with both referrers and relevant local services, to support women via holistic, trauma informed assessment and intervention to reduce offending.

Key Tasks:

1. Build excellent professional pro-social relationships with referred women by completing a full assessment in a trauma informed way and supporting women to fulfil its aims; build the same quality relationship with staff via individual and team sessions.
2. Work closely with referrers and partner agencies to share information and develop consistent and holistic intervention for each woman; facilitate close working relationships in the same way for the team.
3. Support and promote needs in relation to protected characteristics in own practice and by the team as a whole.
4. Deliver specific interventions to meet identified needs and support team members to do the same.
5. Complete Willowdene records and feedback to referrers fully and in a timely way; oversee team members to ensure they achieve the same.
6. Work as a team with other members of Willowdene's team to promote best practice, cover work flexibly, and support colleagues.
7. Line manage and appraise LINC staff.
8. Lead, supervise and motivate staff and delegate work appropriately.



9. Attend training and development sessions as relevant and as provided and develop your own practice by maintaining and improving knowledge of relevant work practices; ensure team members maintain continuous professional development.
10. Attend all relevant meetings as and when directed or identified, which will include attendance at multiagency meetings.
11. Contribute to the evaluation and monitoring of LINC as required; facilitate team members to do the same.
12. 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 expected.

The post holder is expected to work within policies and procedures of Willowdene 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 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.

Basic Terms and Conditions of Employment

- Status: This is a permanent post subject to the satisfactory completion of a six-month probationary period.
- Holidays: 30 days holiday per annum (including statutory Bank Holidays).
- Benefits: Contributory pension scheme upon completion of three months' service.
Commitment to formal supervision and staff support.
- Training: Willowdene is committed to training as an integral part of staff development and offers a wide range of in-house training courses.

PERSON SPECIFICATION

Job Title: LINC worker **Location:** Willowdene

Factor	Essential	Desirable	Method of Assessment
<p>Knowledge and Experience</p>	<p>Previous experience of working with people 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>Experience of leading a team and supervising staff</p>	<p>Understanding and knowledge of working within the criminal justice sector</p> <p>Experience of working with mothers and families</p> <p>A sound knowledge of child protection & safeguarding issues and a proven track record of raising concerns</p> <p>Experience of working in the voluntary sector</p> <p>Knowledge of a range of relevant local services and people's entitlements</p>	<p>A, I, R</p>
<p>Skills and Abilities</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 prioritise, meet deadlines and manage competing demands</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>Ability to evaluate and work reflectively</p> <p>Ability to develop and motivate a team of staff as individuals and as a group.</p> <p>Ability to delegate work appropriately</p>		<p>A, I, R</p>

	<p>Understanding of professional boundaries and ability to maintain them at all times</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>		
Personal Qualities	<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>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>Ability to lead 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
Other	<p>Enhanced Disclosure from the Disclosure & Barring Service. (Requested by Willowdene if appointed)</p> <p>Full driving licence</p>	<p>Access to own transport with appropriate business insurance</p>	A, D, I, R

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