

# Communities Project Lead

## Job Description

**Line manager:**

Senior Support Worker

**Direct reports**

Domestic Abuse Support Worker

### The Role

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**Having regard to the nature and context of the work, there is a genuine occupational requirement permitted under the Equality Act 2010 that this post is only available to women.**

PACT currently has two communities' project, Alana House and Bounce Back 4 Kids (BB4K). Alana House is a women specific support project supporting vulnerable women with complex needs and those at risk of offending to help them make changes in their lives and Bounce Back 4 Kids is a support programme for children and families affected by domestic abuse.

The Communities Project Lead, supported by the Alana House Senior Support Worker, will lead a team of support workers and volunteers to establish and ensure smooth delivery of the Ministry of Justice funded project. They will have responsibility for a case load of direct one to one support work and group based sessions. Their case load will require them to have regular outcomes-focused person centred meetings with Alana House women service users. This will include one to ones, assisting with support plans, arranging follow-up meetings, outreach, making referrals to Alana House partners and other local agencies, assisting and leading with group work and facilitating drop-ins.

Alana House provides a holistic support for the women, based around the nine pathways to reducing offending, set out in the Corston report:

- Housing and homelessness
- Substance misuse and alcohol abuse
- Parenting, relationships and families
- Attitudes, thinking and behaviour
- Education, training and employment
- Budgeting and debt management
- Health including mental and physical wellbeing, and learning difficulties
- Domestic violence
- Sex Working

Staff will have the opportunity to improve their skills through training made available to the Communities Team. Staff are expected to share learning gained through external training with colleagues via discussion and team meetings.

## Key Tasks

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O	To form relationships with key partners
O	To lead on Ministry of Justice funded project delivery and development
O	Engaging with hard to reach communities
O	Take responsibility for meeting KPIs whilst maintaining a clear focus on the outcomes for female offenders
O	To provide case supervision for support workers
O	To work as an integral part of the Alana House team, provide support for other members of the team
O	To ensure that appropriate levels of support, supervision, appropriate training and development opportunities and performance reviews are provided for individual staff members so that performance is monitored and managed effectively
O	To ensure all staff, volunteers and service users are safe; to ensure full risk assessments for all referrals and activities are carried out satisfactorily
O	To work with a range of agencies and the line manager to promote Alana House to women who are likely to benefit from the support
O	To provide one to one scheduled support
O	To help women to access wider ranges of community and statutory services and to provide support to overcome barriers, real or perceived
O	To refer women to other local agencies when it is appropriate and to support the take up of the referral
O	In discussion with the women, to regularly review the effectiveness of the support offered making changes as required, working towards an exit strategy that maintains independent and sustainable living
O	To provide cover for answering the telephone, receiving, making and logging calls to book appointments and chase referrals
O	To maintain appropriate and timely records, statistics and information, both quantitative and qualitative, for monitoring purposes and contribute to the evaluation of the effectiveness of the programme to support appropriate on-going development
O	To manage all resources ensuring they are well maintained, high quality, up to date and fit for purpose
O	To deliver support to groups and courses when required

O	To ensure all resources within the centre are well-maintained and fit for purpose, and utilised fully and effectively
O	To attend regular team meetings and chair when appropriate
<b>Other Duties</b>	
O	To undertake any other duties deemed commensurate with this post as directed by the line manager
O	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work
O	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times

### Person specification

<b>Essential Attributes</b>	
O	Minimum of NVQ level 4 qualification in relevant area of work or equivalent experience/qualification
O	Strong people management skills, able to encourage, motivate, support and develop staff
O	Strong experience of leading projects; establishing, delivering, developing, monitoring and reviewing through the project cycle
O	Proven experience of working with and supporting vulnerable people (including women, children, families and offenders an advantage) including experience of delivering group work programmes for vulnerable parents and children
O	Experience of motivating people to change and using motivational interviewing techniques
O	Experience of liaising with a range of partners and agencies
O	Ability to manage risk and safeguarding concerns appropriately
O	Ability to make thorough and balanced assessments of individuals and their situations
O	A sound understanding of the Criminal Justice system and familiarity with the Corston Report
O	Ability to maintain paper and database records
O	Experience of writing detailed reports
O	Competent IT skills, including MS Excel, Word and Outlook; good experience of using databases, with a willingness to use new technology (experience of using LAMPLIGHT an advantage)

<input type="checkbox"/>	Experience of planning and coordinating work
<input type="checkbox"/>	Experience of inter-agency/partnership working
<input type="checkbox"/>	A good understanding of, and ability to work within, the policy framework of equality of opportunity, anti-discriminatory practice and managing diversity
<input type="checkbox"/>	Ability to organise / prioritise own workload and manage own time effectively
<input type="checkbox"/>	Effective interpersonal skills
<input type="checkbox"/>	Enhanced DBS check
<input type="checkbox"/>	Ability to work on own initiative as a lone worker and as part of a team
<input type="checkbox"/>	To be prepared to work off-site across various sites in Berkshire working with multi-disciplinary teams and key stakeholders
<input type="checkbox"/>	Commitment to reducing the risk of offending
<input type="checkbox"/>	Commitment to quality of service delivery
<b>Desirable attributes</b>	
<input type="checkbox"/>	Social work qualification or relevant qualification
<input type="checkbox"/>	Experience of delivering and facilitating training programmes
<input type="checkbox"/>	Safeguarding training
<input type="checkbox"/>	Experience of working with vulnerable women
<input type="checkbox"/>	Experience of support work housing, resettlement, benefits, parenting or domestic abuse fields
<input type="checkbox"/>	Understanding of the principles of data protection
<input type="checkbox"/>	Familiarity with the Corston Report
<input type="checkbox"/>	Use of vehicle, qualified driver