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| Job Title:               | <b>Kairos Women's Space - Project Worker</b> |
| Grade & Starting Salary: | £25,000 (2% increase annually)               |
| Responsible to:          | Kairos Manager                               |
| Contract:                | 35 hours a week (we will consider job share) |
| Funded:                  | Until August 2022 by The Robertson Trust     |
| Area Covered by post:    | Renfrewshire                                 |
| Based:                   | Kairos Women's Space, Johnstone              |
| Special Conditions:      | Occasional evening and weekend work          |

*Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1 (inclusive of non-binary people, trans and intersex women.)*

### **Job purpose:**

We are looking to recruit a kind, compassionate and skilled professional to expand and develop the range of opportunities available to women and non-binary people at Kairos, our exciting new Women's Space in Johnstone. Kairos Women's Space is a second home for women in Renfrewshire, providing a range of support and opportunities including personal development, training, creative workshops, social events and one-to-one support.

The post will involve supporting all aspects of project delivery and development including delivering group sessions and courses, supporting volunteers, working one-to-one with women and developing new projects alongside the community. Additionally, the post holder will work closely with organisational partners and women in the community in order to create new opportunities or further implement existing ones.

Women accessing support from Kairos may have experienced struggles with mental wellbeing, addictions, involvement in the criminal justice system and domestic/sexual abuse.

### **Tasks and Responsibilities:**

#### **Delivery and Development**

- To deliver work with women which may typically include; group work including a personal development programme; support group development and delivery; one to one; providing practical support and assistance; training

workshops; activity sessions, for example. This list is not exhaustive, merely indicative.

- To develop new projects such as the Kairos Kitchen (community-food initiative) and support groups for women
- To have day-to-day responsibility for the development and delivery of specific project areas in line with the philosophy of Kairos Women's Space
- To include and involve women in all aspects of project design and delivery
- To deliver outreach workshops in other areas of Renfrewshire
- To coordinate volunteers and students to support the delivery of your project areas
- To monitor and evaluate the journey of each woman
- To promote equality and diversity across all aspects of Kairos Women's Space
- To promote Kairos Women's Space as a valuable resource for women experiencing challenges in their life
- To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Kairos Manager

### **Partnership working**

- To work closely with the Kairos Manager and Kairos Project Assistant and the wider Active Communities Team
- To develop and maintain good working relationships with relevant organisations, including the local authority, third sector and funders, including Criminal Justice Social Work
- To work in collaboration with women at Kairos to ensure their voice is heard within the community

### **Quality, monitoring and finance**

- To follow good practice policies and procedures
- Ensure current risk assessments are in place for all activities
- To ensure databases are accurately updated and maintained
- To monitor, record and report on the project's impact, collating quantitative and qualitative data, and reporting back on the outcomes achieved

This job description is intended to outline the post at this stage of development. It is not an exhaustive list and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

### Person Specification

|  | <b>Essential</b>  | <b>Desirable</b>   |
|--|---|--|
| <b>Qualifications:</b>                 | Sector relevant degree or comparable experience   | Registered with a professional body  |
| <b>Experience of:</b>                  | Working with people with vulnerabilities. For example, mental ill health, learning disability, domestic/sexual abuse or drug and alcohol dependency | Working with women with vulnerabilities  |
|  | Working in an inter-agency, interdisciplinary way   | Facilitating groups  |
|  | Working in partnership with people, empowering them to make decisions about their own lives   | Working with volunteers  |
|  |   | Designing and developing new projects  |
| <b>Skills, Knowledge and abilities</b> | Minimum of 2-years relevant professional experience   | Good local knowledge and understanding of current provision for vulnerable women in Renfrewshire |
|  | Ability to form positive relationships with women from all walks of life  | Willingness to undertake training and development  |
|  | A level of numeracy, literacy, comprehension and IT skills necessary to manage data and write formal reports  | Knowledge and understanding of women-specific approaches   |

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|                              | Ability to develop effective working relationships with funders, staff, students, volunteers and partner agencies       |  |
|                              | Good working knowledge of child and adult protection issues   |  |
|                              | An understanding of domestic abuse and its impact on women and their families   |  |
|                              | An understanding of difficulties faced by women involved in crime and the criminal justice system                       |  |
|                              | Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion |  |
| <b>Attributes and Values</b> | Good communicator and warm, friendly presentation style   | Willingness to travel across Renfrewshire on occasion        |
|                              | A commitment to working flexibly and creatively in response to changing organisational requirements                     | Willingness to undertake occasional weekend and evening work |
|                              | A passion for community-led work  |  |
|                              | The ability to be kind and non-judgemental to all women   |  |

*Additional information:* An offer of employment will be conditional on completion of a Protecting Vulnerable Groups (PVG) criminal record check. Please note: having a criminal record will not automatically exclude you from working for our organisation.