



Job Title:	<b>Project Worker</b>
Salary:	£24,480 pro rata (approx. £12,590 gross salary)
Responsible to:	Project Manager
Hours:	18 hours a week (over 3 days)
Contract type:	Fixed term until 28 <sup>th</sup> February 2023 <i>(8 hours have been secured beyond this period and the remainder are being sought)</i>
Area Covered by post:	Renfrewshire
Funded by:	Community Health & Wellbeing Fund, National Lottery Community Fund
Based:	Kairos Women+ Abbey Mill Business Centre, Unit 56-60 Embroidery Mill, Paisley PA1 1TJ, Renfrewshire
Special Conditions:	Occasional evening and weekend work

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

### **Job purpose:**

We are looking to recruit a dynamic, creative, compassionate, and skilled professional to expand and develop the range of opportunities available to women and non-binary people. Kairos Women+ is a community-led organisation seeking transformational change in the lives of women and non-binary people, providing a range of support and opportunities including personal development, training, creative workshops, social events, volunteering, and one-to-one support.

The post will involve the delivery of our *Mental Wellness Project* funded by the Community Mental Health and Wellbeing Fund, supporting our Mental Wellness Course, delivering workshops, and working with volunteers to deliver regular Wellbeing sessions using a volunteer-led approach. The post-holder will also be developing a brand-new National Lottery funded project *The Incubator*, which aims to provide a supportive framework to turn community ideas into reality. For instance, a woman+ might have an idea for an event, workshop, training, or support group and the post holder will help make them happen through the Kairos Project Proposals Process. They will work closely with the community in regular meetings to develop ideas, nurture leadership skills and encourage active participation from a range of women+. Additionally, the post holder will work closely with organisational partners and women in the community 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. The postholder will be supporting women+ with complex needs within the role.

### **Tasks and Responsibilities:**

#### **Delivery and Development**

- To develop and deliver work with women+ which may typically include group work; one to one support and informal advocacy; activity sessions, for example. This list is not exhaustive, merely indicative.
- To develop, deliver and evaluate *The Incubator*, a project aiming to make community ideas a reality via the creation of a supportive infrastructure including mentoring and training.
- To develop, deliver and evaluate the *Mental Wellness Project* including running a monthly Mental Wellbeing Group, supporting the delivery of the Mental Wellness Course, and supporting weekly drop-in groups.
- To include and involve women+ in all aspects of project design and delivery.
- To coordinate volunteers and students to support the delivery of the project.
- To monitor and evaluate the journey of each woman+ and/or volunteer.
- To promote equality, diversity, and inclusion across all aspects of Kairos Women+.
- To promote the Kairos Women+ community 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 Project Manager.

#### **Partnership working**

- To work closely with the senior staff to make the project happen.
- To work collectively with volunteers and women+ to ensure our work is community-led.
- To develop and maintain good working relationships with relevant organisations, including the local authority, third sector and funders.
- To work in collaboration with women+ at Kairos to ensure their voice is heard within the community.

- To attend partnership meetings and networking events relating to your project areas.

### 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.
- To ensure project spending remains within the budget in partnership with the Project Manager.

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.

### Person Specification

*Please note:* our applications are scored based on the number of areas of the person specification evidenced.

	Essential	Desirable
<b>Qualifications</b>	Qualifications <u>or</u> skills and experience at <a href="#">SCQF Level 8</a>	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	Designing an/or developing new projects
	Working in partnership with people, empowering them to make decisions about their own lives and ideas	Working with volunteers
	Facilitating and leading groups or communities	
<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	Knowledge and understanding of women-specific approaches
	A level of numeracy, literacy, comprehension, and IT skills necessary to manage data and write formal reports	
	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	
	Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices, and inclusion	
	Willingness to undertake training and development	
<b>Attributes and Values</b>	Good communicator and warm, friendly presentation style	Willingness to undertake occasional weekend and evening work
	A commitment to working flexibly and creatively in response to changing organisational requirements	Willingness to travel across Renfrewshire on occasion
	A passion for community-led work	
	The ability to be kind and non-judgemental to all women	

