



Job Title:	Support Worker
Salary:	£19,380 pro rata (approx. £ 9,967 gross salary)
Responsible to:	Project Manager
Hours:	18 hours a week (over 3 days)
Contract type:	Fixed term until 28 th February 2023 (<i>10 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 an enthusiastic, compassionate, and kind individual into the service to support 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 supporting women and non-binary people in the community, co-facilitating support groups and group work sessions as well as working one-to-one with women, and volunteers. In particular, the post-holder will support our Mental Wellness Project and Recovery Space (addictions support group), co-facilitate Beautiful Women (our Personal Development Programme) alongside a Project Worker and work with women+ and volunteers one-to-one to encourage engagement in groups. The successful applicant will work closely with other members of staff, volunteers, students, and other organisations as appropriate.

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; one to one support and informal advocacy; activity sessions, for example. This list is not exhaustive, merely indicative.
- To co-facilitate the weekly *Recovery Space*, to provide a safe space for women+ to explore recovery and addiction.
- To co-facilitate *Beautiful Women* alongside Project Workers. Training will be provided.
- To support the *Mental Wellness Project* in a range of group work activities.
- To support identified volunteers in their role, particularly those with additional needs or those experiencing tough times.
- To develop your own knowledge, experience, and skills in relation to the specific areas you are involved in supporting. [SEP]
- 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 wider team to make activities 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.
- To work in collaboration with women at Kairos to ensure their voice is heard within the community.

Quality and monitoring

- To follow good practice policies and procedures.
- To monitor groups and activities as appropriate.

- To share new activity costs such as group work materials with relevant staff.

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

(Your application will be scored using the person specification. You will receive a point for each area of the person specification you can evidence in your application.)

	Essential	Desirable
Qualifications:	Qualifications <u>or</u> skills and experience at SCQF Level 6	
Experience of:	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 as part of a team	Working with people in groups
		Working with people in one-to-one support sessions
Skills, Knowledge and abilities	Minimum of 1-year relevant experience (this includes voluntary roles)	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 good standard of numeracy, literacy, and IT skills	An understanding of difficulties faced by women+ with mental health conditions
	Ability to develop effective working relationships with staff, students, volunteers, and partner agencies	An understanding of addiction and the way it impacts women's lives
	Basic knowledge of child and adult protection issues	The ability to implement policies and procedures

	The ability to write concise statements and complete small pieces of written work	Personal experience of addiction
	An ability to follow policies and procedures	
	Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices, and inclusion	
	Willingness to undertake training and development	
Attributes and Values	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	

