

**JOB DESCRIPTION:**

Children and Women’s Support Worker/Collective Manager 2022

Clydebank Women’s Aid, founded in 1981, is a feminist organisation which has chosen to operate a Collective Management Structure and has done so since its inception. All workers are expected to work collectively and to share information and share skills at all times. All individual workers work under the direction of the Collective as well as being equally responsible for Strategic development and implementation. This includes management of all areas of the service, organisation and responsibility as a Trustee. This post entails evening and occasional weekend work.

**RESPONSIBILITIES OF A COLLECTIVE MANAGER:**

Collective managers have management responsibility for all areas of work within Clydebank Women’s Aid as well as responsibility for ensuring the provision of all areas of work and as such the worker must take her share of collective management duties out with her specific job remit (WCYP support worker) i.e. :

* Attend Collective business and workers meetings and take an active role in the same – minute taking, chairing, and decision making and fulfilling specific areas of allocated work. Feedback on work areas to ensure the collective are aware of ongoing matters.
* To prepare, and contribute towards, reports when necessary e.g. support letters for women, children’s panels, court reports, reports to funders e.g. Big Lottery fund, reports to monitoring and evaluation bodies and quality assurers e.g., The Care Inspectorate National Care Standards, Scottish Women’s Aid Service Standards, OSCR requirements, the SSSC Codes of Practice for Employers of Social Service Workers and any other relevant bodies/legislation. This must be done in line with C.W.A ethos.

* Attend meetings and liaise with other partners/organisations to maintain the profile of CWA and to ensure that the best interests of women, children and young people experiencing domestic abuse are at the forefront.
* As Clydebank Women’s Aid operates a Collective Management structure, all workers have a responsibility for employment, recruitment and management issues.
* To ensure that all aspects of the service are covered (for example providing support to women in drop in, or working within the refuge\*\*, undertaking admissions etc., as directed by collective). *\*\*please be aware there is* ***no*** *lift access to refuge floors*
* Participating in collective duties, involving the provision of emotional and practical support to women, children and young people in person, on the phone and possibly online.
* To provide information, support and training to other agencies and organisations where appropriate.
* Clydebank Women’s Aid is affiliated to Scottish Women’s Aid. As a Collective manager you are responsible for working with the wider Women’s Aid network, contributing to both local and national campaigns.
* As a Collective Manager, you will have responsibility to undertake work to the highest possible standard; to work to C.W.A. policies and practice including monitoring and evaluation of our service and meeting the Care Inspectorate’s National Care Standards as well as all relevant legislation.
* To ensure, with all other Collective Managers, that all Health and Safety requirements are met and policies complied with.
* To contribute to the development and review of the groups’ Policies and Procedures and to ensure that these are implemented and adhered to.
* The worker will be expected to keep up to date with relevant legislation and to challenge when necessary.
* Contribute to the development and maintaining a positive and supportive atmosphere with CWA collective and good public relations out with the organisation.
* Clydebank Women’s Aid operates an on-call service. As a collective manager your cooperation is necessary in ensuring that this service is available.
* To contribute to the day-to-day running of C.W.A and all other duties as directed by the CWA collective.

**RESPONSIBILITIES OF A CHILDREN AND WOMEN SUPPORT WORKER:**

The Children and Women Support Worker will have a job focus of work with CYP (Children and Young People) on an outreach basis and when necessary within the refuge. This job encompasses support to women as well as CYP on a drop in, telephone, refuge resident basis as required by the CWA collective.

* To plan, travel to, run and evaluate 1:1 support work sessions with CYP wherever they take place (online or within the local authority).
* Maintain a clear written record of these sessions
* Build and maintain the profile of the group with appropriate organisations, places of education, partners etc.,
* This job may involve facilitating CYP groupwork
* Maintaining, sorting and building upon an adequate supply of resources and equipment for CYPEDA (Children and Young People experiencing domestic abuse).
* Keeping up to date with latest legislation in relation to CYPEDA, attending relevant training and consultations as agreed by collective; however, you must be aware of all legislation that has an impact on the service CWA provide e.g., housing legislation.
* And all other work as directed by the collective

**PAY AND CONDITIONS:**

**Salary: £30,510 (pro rata). + 7.5% unsocial hours**

**Holidays:** 30 days and Public Holidays (pro rata)

**Hours:** 28 per week.

**Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.**

**All Clydebank Women’s Aid workers must be prepared to undergo to an Enhanced Disclosure Check prior to commencing employment .**