



### **JOB DESCRIPTION:**

#### **Support Worker and Collective Manager 2023 x2**

Clydebank Women's Aid, founded in 1981, is a feminist organisation which chooses 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 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 occasional evening and weekend work including on-call service. Clydebank women's aid is a confidential and non-judgmental service, and all collective members must ensure this when supporting women, children and young people experiencing domestic abuse.

### **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 (Women's support worker) i.e., your role will be both to manage and to be managed by other collective managers.



Attend Collective business and workers meetings and take an active role in the same – minute taking, chairing, 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

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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, and this requires some physical work such as lifting furniture up/downstairs, cleaning etc.,\*\**



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. This means that worker will be required to carry out an emergency on call service to refuge residents and other emergency services. This is on a rota basis and is shared equally between collective members.



Ensure the confidentiality of women, children and young people using the service, in line with CWA's confidentiality policy.



To contribute to the day-to-day running of C.W.A and all other duties as directed by the CWA collective.

## RESPONSIBILITIES OF SUPPORT WORKER:

The Support Worker, along with other collective members, will have a job focus of work with women in refuge, drop in and when necessary, on an outreach basis. This job encompasses support to children and young people as well as women on a drop in, telephone, refuge resident basis as required by the CWA collective.



Admitting women, children and young people into refuge, providing ongoing emotional and practical support to women, children and young people living in refuge and when leaving.



Provide support to women using our drop-in service or spending time with children.



Maintain a written record of support given to women in both refuge and drop-in.



Carry out and record refuge maintenance, including contacting relevant maintenance services where required, Preparing/cleaning of rooms/flats required to an appropriate standard for women, children and young people. You will also have a shared responsibility for the maintenance of refuge and office if required.



Build and maintain the profile of the group with appropriate organisations, places of education, partners etc.,



This work will consist of carrying bulky items up flights of stairs.



Maintaining refuge resources.



Ensuring a good standard of decor and cleanliness within the refuge.



This job will involve facilitating groupwork with women.



Maintain appropriate legislative needs e.g. fire/H.M.O etc.,



Keeping up to date with latest legislation in relation to women, children and young people experiencing domestic abuse, 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.



Attend and contribute to all internal collective meetings as appropriate.



**All other work as directed by the collective.**

### **PAY AND CONDITIONS:**

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

**Holidays:** 30 days and 12 Public Holidays\*

**Hours:** 35 per week\*

**This post is open to Job Share\***

\*Please note, whilst advertised as two 35-hour posts, there is the option of one being 28 hours – please state on your completed application form which hours you would prefer. Conditions and salary are pro rata based on full time hours.\*

**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.**