



Post Title	CEDAR Group Work Coordinator
Salary/Hours	£27067 per annum, 14 hours per week, pro rata
Base	East Renfrewshire
Contract Type	Fixed Term for 1 year

Organisational Purpose:

WASLER aims to support, protect and empower women, children and young people affected by domestic abuse in South Lanarkshire and East Renfrewshire to lead safe and independent lives.

We achieve this through a range of community based services that include refuge accommodation with support, outreach support to women, and therapeutic one to one support to children and young people. We provide a help line and drop-in service offering emotional and practical support and information. We provide advocacy, issue-based group work programmes, family work and parenting support.

Our direct support is focused on supporting improved outcomes for those we work with and for the communities we work in. We aim to promote recovery from domestic abuse allowing women, children and young people to reach their full potential and improve their life chances.

Job Purpose:

To develop, co-ordinate and facilitate CEDAR (Children Experiencing Domestic Abuse Recovery) group work programme for women, children, and young people with experience of domestic abuse.

Key Duties and Responsibilities:

Main Tasks/Job Activities

Project Development
Promotion of project with partner agencies
Multi-agency co-ordination
Preparing and facilitating groups
Analysis and evaluation



1. Strategy Development

To liaise with East Renfrewshire Violence Against Women & Girls Partnership, the National CEDAR Network, and develop links with partner services which support women, children and young people.

2. Co-ordination

To co-ordinate the delivery of CEDAR group work programme for children and young people and for their mothers. This will include:

- Travel arrangements to attend groups.
- Arranging venues for group work sessions, arranging groupwork resources, refreshments, etc.
- Support between sessions for service users, where required.
- Work with partner agencies and their nominated co-facilitators when required.
- Assist with recruiting and developing a pool of community group work co-facilitators when required.
- Provide appropriate training, mentoring and support for co-facilitators when required.
- Manage and co-facilitate groups.
- Record keeping, monitoring, review, and evaluation of the CEDAR programme

3. Training

Deliver staff development relevant to the CEDAR programme to co-facilitators and others from a range of agencies.

Work with agencies to ensure their staff are responding appropriately to the needs of women, children and young people who have experienced domestic abuse, and their families.

4. Analysis and Evaluation

As directed by the Team Manager work with East Renfrewshire VAWG Partnership, the National CEDAR Network and local partners to establish an effective monitoring, review, and evaluation framework.

Ensure compliance with agreed monitoring within the project and co-ordinate this activity with co-facilitators, including consulting with service users.



5. Information Sharing

Contribute to regular verbal and written reports to East Renfrewshire VAWG Partnership, any other strategic groups and CEDAR National Network

Liaise with statutory and voluntary agencies to raise awareness of the CEDAR group work programme and seek appropriate referrals.

Liaise with a range of agencies to ensure appropriate support is available for children and young people and for women attending groups.

To provide regular reports to others, as required.

Share experiences of CEDAR East Renfrewshire with other local authority areas, including public speaking as required.

6. Responsible for

The post holder has no direct line management responsibility for staff, however, there is a management and supervisory role regarding the delivery of a quality group work programme and oversight of the co-facilitator's role.

When required, the post holder will provide significant levels of support, guidance, and advice to co-facilitators of groups from a wide range of services, including Social Work, Education, Community Services, and other organisations including, NHS and voluntary organisations.

7. Supervision Received

Formal line management rests with WASLER.

Day to day project management and support relating to the development of the service and operational issues will also be provided by WASLER, as will regular professional supervision in relation to group work with women, children and young people.

8. Decision-Making

Assess referrals of women, children, and young people as to the appropriateness of the group work programme through pre-group interviews.

Ensure service is delivered in a safe way, using good judgement and problem solving skills. Involve line manager when appropriate.

When required - identifying how to best develop, recruit and skill a pool of community group work facilitators,

Budget monitoring.

How best to respond to and prioritise the competing demands of partner agencies.

Interpret new legislation, research and guidance from a variety of sources which may impact on the CEDAR group work programme.



9. Contacts

Maintain regular contact with all service users.

Maintain regular contact with group work co-facilitators from a range of agencies, when required.

Maintain regular contact with referring agencies and related services.

Maintain regular contact with East Renfrewshire VAWG Partnership , other strategic groups and CEDAR National Network..

Maintain a close collaborative working relationship with the other CEDAR East Renfrewshire Group Work Coordinator.

General Information/Organisation Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the organisation's Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To fully participate in the organisation's staff training and development of policies where appropriate.
4. To treat all information gathered, either electronically or manually, in a confidential manner.
5. To demonstrate a commitment to the principles of equal rights both in relation to employee issues and service delivery, and adhere to the policies of WASLER in the performance of duties.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Organisational objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Best Value in service delivery are fundamental in all aspects of involvement with internal and external customers.
9. To participate in WASLER's system of performance appraisal.
10. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.



11. This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for a Disclosure to be made to Disclosure Scotland for details of any previous criminal convictions.
12. Schedule 9 Part 1 of the Equality Act 2010 applies to this post.

Last Updated: August 2023



PERSON SPECIFICATION

JOB TITLE	GRADE/SALARY
CEDAR East Renfrewshire Group Work Coordinator	£27,067 FT

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS	
	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Knowledge/Experience of the causes and issues relating to domestic abuse and the impact upon women, children and young people • Minimum of 3 years post qualifying experience in relevant work • Experience of facilitating group work programmes • Supporting performance management processes • Experience of preparing and delivering reports • Experience of reporting against indicators and outcomes • Experience of supporting and facilitating peer mentoring of staff • Experience of partnership working at a local and national level 	



SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Problem Solving Skills • Good communicator and negotiator • Good influencing skills • Advocacy Skills • Excellent presentation and interpersonal skills • Ability to gain the confidence of people at all levels • Ability to prioritise tasks and manage input from partner agencies effectively • Awareness of child protection and safeguarding of vulnerable adults • The ability to demonstrate sound judgement • Evidence of strong written and verbal communication skills • A methodical and well-organised approach to workload and an ability to work with minimal supervision and to take initiative • Ability to collect and analyse statistics and data • Engage with and enable women, children and young people to express their views • Liaise with children's mothers to encourage their own and their children's involvement in the programme • Advocate on behalf of children and young people • Keep up to date with current legislation and research in relation to domestic abuse • Advocate Women's Aid South Lanarkshire and East Renfrewshire's feminist philosophy and mission 	
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	<ul style="list-style-type: none"> • Relevant professional qualification gained in either social work, social care, health, education or 	<ul style="list-style-type: none"> • Degree gained in either social work, social care, health, education or community education



	community education	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • A self starter, self motivated, highly organised and a flexible approach • Evidence of own personal development and awareness of need to engage in continuous personal development • Strong team player, committed to an ethos of continuous improvement • Ability to think strategically and operationally • Ability to meet deadlines • Report writing • Tact and Discretion • Focussed on positive outcomes for children and young people, and their mothers • A Driving Licence is essential as co-ordinators will be expected to transport children to and from groups 	
COMMITMENT TO EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equal opportunities • Knowledge of equality and diversity in terms of best practice and current trends in legislation 	
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	<ul style="list-style-type: none"> • Evidence of providing a customer focussed service and the ability to recognise the needs of different service users • Provide evidence of linking day to day duties to performance management 	

