



Job Description

Job Title	Project Worker
Salary	£25,949 pro rata (approx. £24,327 gross)
Hours	30-hours a week
Responsible to	Project Manager
Contract type	Fixed term until 31 st July 2025 (22 hours of funding has been secured until September 2026)
Funded by	The Scottish Government via The Alliance Self-Management Fund and National Lottery Community Fund – Improving Lives
Area covered by the post	Renfrewshire
Based	Kairos Women+, Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA11TJ
Special conditions	Occasional evening and weekend work
Other information	<p>We operate a <u>4 Day Work Week</u> with our full-time hours being 32-hours per week. Our office isn't open on Monday's.</p> <p><u>Home working</u> available up to 1 day a week dependent on delivery commitments.</p> <p>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.)</p>



Job purpose:

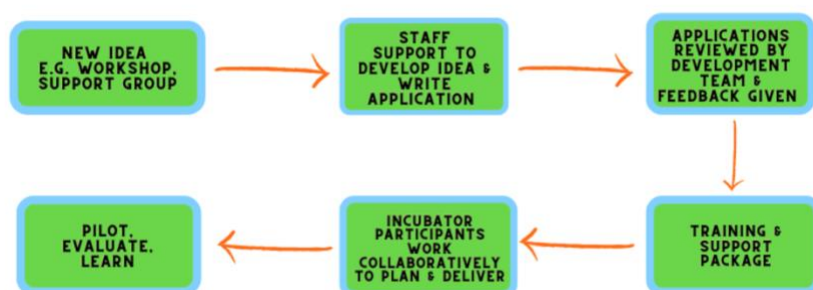
We are looking to recruit an **experienced, creative, compassionate, and skilled professional** to expand and develop the range of opportunities available to women and non-binary people. Kairos Women+ is a **community-led organisation** seeking **transformational change** in the lives of women and non-binary people, providing a range of **support and opportunities** including personal development, training, creative workshops, social events, volunteering, and one-to-one support. Our mission is to build a Scotland where all women and non-binary people are supported to achieve their **potential** and all our work is grounded in our values of **kindness, collaboration, inclusion and support**.

The post will involve the delivery of our ***Nothing About Us, Without Us*** project funded by The Scottish Government via The Alliance Self-Management Fund. The project supports **women+ with long term conditions or disabilities to self-manage**. The post-holder will work alongside other staff to fulfil the projects different elements. This post will focus on:

1. **Wellness Group** – development and delivery of our weekly Wellness Group starting in January 2024 with a focus on peer support and wellness activities. This role will involve working closely with women+ with mental health conditions around self-management as well as co-producing the content of the sessions alongside participants and volunteers and will run on a Wednesday 3-5pm. Additionally, the post holder will be offering one-to-one sessions with women+ to support the self-management of their condition or disability. This might include informal advocacy, signposting, sharing information about conditions and most importantly, offering space to be listened to and understood.
2. **Walking and Wheeling Group** – development and delivery of our monthly space with the creation of two short accessible walking routes, risk assessments of those routes, structure of the sessions, consultation with women+ to ensure the routes are accessible prior to the start date in April 2024. This group will also include two Nature Day's each year in June and September. Including planning accessible transport, risk assessment of the day and designing an accessible day to engage women+ in nature.
3. **Creative Café** – working with volunteers to support the smooth running of our weekly and long-established Creative Café, which supports wellbeing, and ensuring all the women+ attending feel safe, welcome, and comfortable. Runs on Thursday's 12.30-2.30pm.

The Incubator

This post will also involve leading ***The Incubator Project*** funded by the National Lottery Community Fund, which aims to provide a supportive framework to turn community ideas into reality. For instance, this year women+ have been supported to create a Karaoke Event, International Women's Movements Workshop, and a Women's Book Group. The post-holder will work closely with the community in monthly meetings to develop ideas, nurture leadership skills and encourage active participation from a range of women+.



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 and must have a willingness to listen non-judgementally and offer support.

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, days out, for example. This list is not exhaustive, merely indicative.
- To develop, deliver and evaluate **Wellness Group** a peer support space for women+ struggling with their mental health and offer **1-1 Wellbeing Sessions**.
- To develop, deliver and evaluate a monthly **Walking & Wheeling Group** including running a biannual *Nature Day*.
- To support volunteers to deliver **Creative Café** a weekly arts and crafts space.
- To lead **The Incubator Project**, linking women+ from the other groups to this opportunity, developing their ideas and making them happen.
- To include and involve women+ in all aspects of project design and delivery in line with community development principles.
- To coordinate, nurture and support volunteers and students, encouraging them to get involved in the delivery of the project, particularly those with lived experience.
- 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, reflection, staff meetings and training and development events as and when appropriate, in liaison with the Project Manager.

Partnership working

- To work in collaboration with women+ at Kairos to ensure their voice is heard within the community and the project you are delivering.
- To work closely with the project staff and senior staff to make the project happen.

- To work collectively with volunteers and women+ to ensure our work is community-led and grounded in community development approaches.
- To develop and maintain good working relationships with relevant organisations, including the local authority, third sector and funders, in relation to health and wellness. This might include developing partnerships and referral routes, attending partnership meetings and networking events.

Programming and promoting

- To create a regular programme of activity on a quarterly basis alongside the community and staff team and share with key partners.
- To promote your project areas with promotional flyers or social media posts using photographs, quotes, and feedback from the women+ attending.

Quality, monitoring, and finance

- To follow good practice policies and procedures.
- Ensure current risk assessments are in place for all activities.
- To ensure all data systems 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
Qualifications	Qualifications <u>or</u> skills and experience at SCQF Level 9 (e.g. Degree, Graduate Diploma)* <i>*you do not need to have a degree to apply for this role.</i>	Registered with a professional body
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 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 collaboratively with volunteers
	Facilitating groups	Supporting people in one-to-one settings to deal with challenges in their lives
Skills, Knowledge, and abilities	Minimum of <u>2-years</u> 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, particularly those who might be perceived as challenging	An understanding of gender-based violence and its impact on women and their families
	A level of numeracy, literacy, comprehension, and IT skills necessary to manage data, write formal reports and promote the project	Good working knowledge of child and adult protection issues

	Ability to develop effective working relationships with funders, staff, students, volunteers, and partner agencies	
	A good understanding of community development approaches	
	A good understanding of mental health and ways it can impact people's lives	
	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 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 commitment to supporting women+ to achieve their potential using community development approaches	
	The ability to be kind and non-judgemental to all women	

Additional information: An offer of employment will be conditional on completion of a Protecting Vulnerable Groups (PVG) criminal record check. Please note: having a criminal record will not automatically exclude you from working for our organisation.
