The Women’s Centre Glasgow

**Job Description**

| Job Title: | Women’s Advocacy Worker |
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| Hours: | 35 hrs  |
| Salary: | £28,000 |
| Responsible to: | Manager |
| Contract: | Permanent |

*This role is subject to Adult and Child PVG scheme membership*

**Role Description**

The role of the Women’s Advocacy Worker has been developed through a comprehensive understanding of our community members' needs and the extensive support they require.

In this position, the individual will provide and manage impartial, confidential advice and advocacy services on a wide range of issues. These issues include, but are not limited to: welfare benefits, debt and financial management, housing, energy advice, employment, education, and challenges faced by Scotland’s new and emerging communities. Additionally, this role involves supporting women who have experienced domestic abuse, collaborating with partner organisations to mitigate the risks faced by these women and their children.

The worker will focus on empowering women in our community to make positive changes in their lives.

**The Women’s Centre Glasgow - Background**

The Women’s Centre Glasgow was established through a collective vision of women in the community who actively advocated for women's rights and the need for a space where women can be heard and supported. Located in the Maryhill area of Glasgow, the Centre was purposefully constructed with support from the local council and the Scottish Government in 1994 after nearly a decade of campaigning. The Centre has a rich history of positively impacting women, and we are committed to continuing this legacy by adapting to the current needs of the women who utilise the Centre and developing initiatives that will empower and positively influence women's lives.

At the Centre, we offer a safe, confidential, and welcoming environment for women in Glasgow. Our range of activities and services includes a drop-in café, counselling, health and wellness services, mother and baby classes, as well as creative and educational activities. The Centre also provides a range of holistic therapies to address women's physical and mental health needs. We recognise the importance of partnerships and we collaborate with organisations such as Rape Crisis, Wise Women, and others to support our community and provide the knowledge and guidance necessary.

We welcome women of all identities and believe in the power of working together to create positive change.

**Duties and Responsibilities**

As a Women’s Advocacy Worker, your work will be:

* To provide information to women about basic welfare benefits, housing and finance to enable them to make informed decisions.
* Offer appropriate and immediate support to women where needed, including those who present in crisis.
* Provide and facilitate opportunities for women to make informed decisions.
* Developing honest and open relationships with women that foster trust.
* To provide confidential one-to-one support to women in a safe place.
* Provide dedicated and consistent emotional and practical support to women with experience of domestic abuse.
* To provide information, support & advocacy and to women with experience of domestic abuse to relevant agencies.
* Work with outreach and partnership organisations to support women with experience of domestic abuse.
* To develop and raise awareness of this support service in the Northwest localities and to work in partnership with a range of relevant stakeholders and external agencies.
* Advocating for women's rights and access to services within the community.
* To provide information, referrals, and support to connect women with appropriate community resources and services.

General duties:

* Oversee and document grant funding and expenditure across the project with support from the Finance Officer
* Provide information and stats for project evaluation
* Provide a friendly, caring and welcoming atmosphere to all women and children using the centre
* Make a positive contribution as part of the team at The Women’s Centre
* Take an active role in the overall running of the centre
* To work occasional evenings and weekends if required
* To carry out any other duties that may reasonably be expected

**Person Specification**

|  | **Criteria**  |
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| **Knowledge and Experience**  | Knowledge and understanding of the issues and barriers women face in society  |
|  | Relevant work experience in a similar role or with transferable skills |
|  | Knowledge of the voluntary sector and experience of building a network |
| Knowledge and understanding of advocacy and how to adopt a rights based approach in practice |
| Understanding of the barriers women experience in accessing support |
| Experience of working with people with a variety of individual and cultural beliefs |
|  | Knowledge of trauma informed practice |
|  | Ability to use empathy and relational skills to build positive relationships with our community and colleagues |
| **Skills, abilities and competencies**  | Excellent communication skills with the ability to listen well and respond appropriately |
| Ability to work independently and adapt to changing and unexpected circumstances  |
| Excellent numeracy, literacy and report writing skills with the ability to maintain accurate records  |
| Good IT Skills  |
| **Personal attributes**  | **Criteria**  |
|  | An understanding of the challenges facing women and a commitment to empower women |
|  | A solutions-focussed approach to work  |
|  | Positive, enthusiastic and friendly attitude  |