



JOB DESCRIPTION

Title	Women's Advocate
Reporting to	Women's Services Manager
Hours	21.5 hours per week, Monday - Wednesday
Salary	£24,038 pro rata
Location	Southwark and Lewisham

Pecan strongly encourages applications from women from minority ethnic groups and women with direct experience of the criminal justice system.

It is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female.

Pecan is a highly respected and dynamic Christian charity. We have been working throughout Southwark for 30 years, helping people who face seemingly impassable barriers to find a way through, re-write their futures and flourish. Our strong staff and volunteer team work with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

When working for Pecan, you can expect to become a valued member of a diverse and supportive team. In addition to a place in our 30-year legacy, you will receive a generous holiday allowance, pension contribution and life assurance cover. You can also expect regular team meetings and social opportunities, and a variety of other benefits.

Purpose of the Post

Your role will enable women in Southwark and Lewisham to access trauma informed advocacy, support, advice and signposting services with a focus on mental health, diversion, immigration (SSR), substance misuse and parenting. You will be co-located in Women's Hubs in Southwark and Lewisham, providing support to women in the community and those leaving custody, and assisting them to access wider-borough services. Through your role, you will assist the organisation to help transform the lives of the most disadvantaged people in our community.

We want to hear from you if you:

- Have lived experience any of the issues facing women in contact with, or at risk of being in contact with, the criminal justice system
- Have a good understanding and awareness of the Criminal Justice System and the way it impacts women, and the factors that contribute to women's offending
- Are committed to enhancing the rights and wellbeing of women
- Have experience of supporting vulnerable women with a range of complex needs
- Have excellent communication and interpersonal skills

Main responsibilities

1. Client Care

- 1.1. Provide coaching based emotional and practical support to women in contact with, or at risk of being in contact with, the criminal justice system
- 1.2. Undertake an initial risk and needs assessment of women to develop and record an individual support plan with service-users across the 9 pathways
- 1.3. Work with a collaborative multi-agency approach to supporting women with regular review, including with relevant representatives of London Community Rehabilitation Centre (CRC), the National Probation Service (NPS), HMPPS, Social Services and Voluntary sector agencies, to ensure women in contact with the criminal justice system are able to access holistic support
- 1.4. Co-ordinate and arrange community intervention for women to achieve their aims and goals set in support plans
- 1.5. Liaise with appropriate local and partnership agencies based upon the identified needs and in consultation with the client, utilising a range of different methods
- 1.6. Utilise communication skills and be proficient in client advocacy

2. Communication

- 2.1. Use a variety of strategies to communicate effectively with service-users, prison and probation staff, external organisations and the general public
- 2.2. Be responsible for establishing and maintaining professional relationships with prisons and probation services, magistrates' courts, police stations, women's services and other relevant statutory and voluntary sector agencies
- 2.3. Participate in the delivery of training for front-line professionals from community and statutory sector groups, in order to improve their organisations' responses to women offenders, ex-offenders and those at risk of offending
- 2.4. Liaise with, and provide advice and guidance to, staff within women's centres, prisons, probation services, mental health services, substance misuse services, domestic violence services and other statutory and voluntary sector agencies with respect to the needs of women offenders
- 2.5. Establish and maintain good working relationships with other members of Pecan Women's Services staff team, including organising and attending meetings as appropriate, actively participating and disseminating information to colleagues

3. Administration

- 3.1. Maintain accurate, confidential service-user records of interaction, interventions and contact details
- 3.2. Produce reports and evaluations, working within set deadlines
- 3.3. Participate in the maintaining of information on relevant referral agencies
- 3.4. Maintain an up to date knowledge and awareness of developments in public policy and legislation regarding women offenders and related subjects

4. Wider organisational responsibilities

- 4.1. Attend Pecan team meetings as and when required, including meetings where there may be a time of prayer and reflection
- 4.2. Attend regular line management meetings, appraisals and clinical supervisions
- 4.3. Read the core policies and adhere to all policies and procedures
- 4.4. Carry out other duties as agreed by your line manager or the Chief Executive Officer
- 4.5. Undertake responsibilities associated with being a member of the Pecan team
- 4.6. Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner
- 4.7. In agreement with your line manager, pursue a personal programme of learning and development to enhance your skills and performance
- 4.8. Ensure that personal information for service-users, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential in compliance with the GDPR 2018 and the common law duty of confidentiality

PERSON SPECIFICATION

This specification will form the short-listing criteria.

Knowledge, Skills and Experience (essential):

- Level 3 qualification in social care or a related discipline
- Two years' experience of supporting vulnerable women with a range of complex needs
- Excellent written and verbal communication and presentation skills
- A demonstrable ability to undertake needs assessments and develop support plans with service-users
- Basic counselling skills
- Ability to work effectively on own initiative without direct supervision
- Ability to collate information for written reports and work to deadlines
- Experience of planning and delivering group-based training or workshop programmes
- Experience of creating, recording and implementing individual support plans
- Knowledge of the possible impact that contact with the criminal justice system may have upon women
- Thorough understanding of confidentiality and diversity issues
- Sound knowledge of assessment processes
- Understanding of the principles of equal opportunities

Knowledge, Skills and Experience (desirable):

- Lived experience of any of the issue areas which affect our clients e.g. Criminal Justice System, Domestic Abuse, Mental Health difficulties, Asylum/Immigration, Substance Misuse, Homelessness
- Ability to contribute to the development, evaluation and monitoring of the project
- Ability to competently use a range of ICT including databases, Excel and Word
- Awareness of legal issues relating to sentencing, imprisonment and the criminal justice system
- Experience of working with disadvantaged groups
- Broad experience of dealing with people from a range of backgrounds and cultures

Personal Qualities:

- Commitment to the goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions
- Excellent interpersonal skills and a high level of self-awareness
- Confident, self-motivating, resourceful and imaginative, bringing creativity to the role
- Encouraging and resilient with a strong positive attitude and a good sense of humour
- Mature, calm, flexible and sensitive with an ability to adapt to changing needs of our clients and to encourage staff
- Preparedness to participate in the mutually supportive culture of the team
- A desire to encourage people to realise and attain their full potential in life

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.