

Dear applicant,

**Project Manager : Combatting Violence and Abuse in BAMER Communities**

(including Modern Slavery, Human Trafficking and Sexual Exploitation)

Thank you for your interest in the above post. Included in this pack is the following material:

• Job description

• Person Specification

• Application form

• Equal Opportunities Monitoring Form

Please note that the deadline for receipt of applications is Friday 17th November 2017 at 5pm.

Applications by email only.

Late applications cannot be considered.

If you have been short-listed for this post we will write to you confirming an interview time as soon as possible after the closing date.

For an informal chat about the post please contact Nicola Lambe (Chief Executive) on 0114 2755740.

If you do not receive a letter inviting you for interview, then you have not been successful on this occasion.

Please submit your application to [r.claringbull@ashianasheffield.org](mailto:r.claringbull@ashianasheffield.org) .

Yours sincerely,

Nicola Lambe

Chief Executive

**Job Title: Project Manager – Combatting Violence and Abuse in BAMER Communities**

(including Modern Slavery, Human Trafficking and Sexual Exploitation)

**Reporting to:** Chief Executive

**Direct Reports:** Project Support Workers and Project Training Officer

**Salary:**  £24,000-£26,000pa (pro rata)

**Hours:**  21 hours per week (future potential to become full time)

**Location:** Based in Hull, with occasional regional and national travel

**Purpose of the Role**

The role is part of an exciting new project in Hull, aiming to develop upon our existing work with women who are victims (or potential victims) of modern slavery, human trafficking and sexual exploitation in Humberside and to further enhance our services to women whose lives are affected by violence and abuse within existing and emerging BAMER communities in Hull.

The existing project, funded by the Big Lottery develops skills, knowledge, responses and services to women who are victims (or potential victims) of modern slavery, human trafficking and sexual exploitation.

The newer element of the project will aim to develop wider services to support women from BAMER communities affected by violence and abuse most prevalent in those communities including Domestic Abuse, Forced Marriage, Honour Based Violence and FGM. The project development is based on need, feedback and demand in Hull.

The post will involve building partnerships with key statutory and voluntary sector agencies, managing and coordinating support staff across the areas including the training and development officer, who will focus on delivering cross sector training and awareness sessions regionally and nationally.

The manager will also be responsible for submitting regular monitoring reports to the Ashiana board, Big Lottery and other bodies to report on progress and performance of the new service. The manager will also work with existing services to co-ordinate and enhance women’s provision in Yorkshire and Humberside.

This will be achieved through a variety of methods as outlined below.

**Key Responsibilities**

*Service Management*

* Implement Ashiana’s Business Plan and ensure continuous improvement of the service.
* Liaise with key stakeholders in order to ensure that women are referred to the project appropriately
* Establish and participate in relevant strategic and operational networks
* To oversee the management of risk within the team, including making decisions about accepting women to the project in accordance with Ashiana policies.
* Develop and maintain effective partnerships with local agencies delivering services for women in order to enhance service delivery through signposting opportunities. This will include putting in place information sharing arrangements.
* To represent Ashiana at local, regional and national level and to develop effective inter-agency working.
* Responsibility for maintaining standards of services to women in line with Ashiana requirements, including the practical implementation of equal opportunities policies.
* To encourage participation of women in relevant decision-making affecting the running of the project in line with the service user involvement practices.
* Responsibility for supporting and implementing Health and Safety guidelines in relation to support workers and women as far as is reasonably practical
* Responsibility for completing monitoring reports for Ashiana Board, the National Lottery and other bodies as required.

*Leadership*

* Manage the delivery team, ensuring they are working well as a team with a clear understanding of strategic goals and the associated tasks relevant to their respective roles.
* To have overall responsibility for the planning and monitoring of support worker workloads to ensure that the team meets targets.
* Support, direct and supervise project staff, which will include overseeing and monitoring performance and contributing to the identification of training needs.
* To participate in supervision and appraisal procedures and co-ordinate team training and development activities
* To manage and support the projects training and development element, including quality assurance of programmes as well as delivery where appropriate
* To manage and account for the projects finances including monitoring expenditure against budgets, banking, petty cash accounting and keeping such financial records as required
* To work in partnership with Ashiana CEO to develop and deliver sustainability for the project

**Other Requirements**

* To take part in any training course relevant to the post.
* To work in accordance with Ashiana’s Diversity Policy.
* To work in accordance with Ashiana’s Health and Safety policy and associated procedures.
* Undertake any additional tasks as reasonably required by your line manager.
* To work within and promote the values and policies and procedures laid down by Ashiana and be involved in the development and review of policies and procedures as required.

**Person Specification:** Project Manager

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| **FACTOR** | **ESSENTIAL** |  | **DESIRABLE** |
| **EDUCATION**  **&**  **QUALIFICATONS** | Educated to diploma level or equivalent in the relevant field.  Level 3 Management Qualification or equivalent experience |  | Degree level education  Level 5 Management Qualification |
| **KNOWLEDGE** | Relevant knowledge of UK and international laws and policies related to safeguarding adults and children  Some knowledge of the health and social services sector.  Knowledge of violence, abuse and oppression issues most prevalent in BAMER communities  Working knowledge of how to access professional networks in this or a related field of work |  | Knowledge of local authorities and government structures  Knowledge of UK voluntary and community‐based networks related to violence and abuse, including specialist BAMER networks and services  Knowledge of database management  Knowledge of Quality Standards suitable for charities  A working knowledge of marketing and communications including social media and public relations  Internet software platforms of willingness to learn |
| **EXPERIENCE** | Experience of working  on violence issues to include domestic  abuse, human trafficking, Forced  Marriage, Female Genital Mutilation  and Honour Based Violence  Experience of managing staff or volunteers including supervision, training & development of staff  Operational management of services for women/ vulnerable people with complex needs  Interagency working to facilitate engagement with service users and the delivery of integrated support  Accurate maintenance of contractual working practices and procedures  Ability to plan, develop, manage, monitor and account for team service delivery  Experience of partnership working and development  Experience in managing recruitment and selection procedures |  | Experience of facilitating & chairing external meetings  Bid writing/fundraising  Experience of developing new projects |
| **SKILLS / ABILITY** | Sensitivity to issues of women and children, race and religion, and commitment to ensuring equal opportunities in the best interest of every woman and child.  Ability to participate in Ashiana out of hours on call system.  Ability to undertake regular regional travel and occasional national travel which may include occasional overnight stays.  Ability to support, motivate and manage individuals and teams  Ability to produce monitoring reports and manage budgets  Reliable and self-reliant with a service user centred approach  Flexibility, imagination and adaptability to meet the changing needs of the programme  Effective communication skills with the ability to deal confidently with a wide range of tasks and handle problems coolly and positively  PR and presentation skills  Highly developed organisational skills  Effective team worker  Commitment to working in a women centred way.  Excellent written and verbal communication and interpersonal skills  Strong IT, administrative and organisational skills |  |  |