ASHIANA

SECURING SAFE FUTURES AND FREEDOM

CAREER OPPORTUNITIES

at Ashiana

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Welcome to Ashiana

Thank you for your interest in a possible career with Ashiana.

Ashiana is very proud of the positive development and impact achieved over our 40 plus years for women and children whose lives have been affected by violence and abuse.

We know we are doing unique, excellent work however, we know much more needs to be done. Millions of people are living in abusive situations every day, hidden away and in silence. We aim to shine a light on these hidden and harmful practices and support those that have been affected by them.

Our five-year strategic plan has challenged us to focus our work if we want to maximise our impact. We will also need to fulfil a huge agenda to really improve services and support for BAMER women and children affected by violence and abuse. To achieve this we need a team of excellent staff who are committed to our values and are the best in their field.

Daljit Kaur, Chair

We are going through an exciting period of change and are looking for experienced individuals who want to help, are willing to dedicate time and energy to the cause and to our people and who share our passion for the Charity to grow and be successful. We are aiming to recruit people with a diverse set of backgrounds, skills and experiences – to enable us to be the best we can be.

In return, you can expect a competitive salary, generous leave allowance, staff pension and flexible working. We are committed to equality and diversity and strive to ensure the best possible environment and working experience for our staff and volunteers.

Information on these exciting opportunities are attached, along with our vision, mission and values. We hope you will want to join us and help us transform life chances for vulnerable people we look forward to receiving your application. Thank you for your support.

Nicola Lambe, CEO

About Ashiana

Established in Sheffield as a small refuge for women from South Asian Communities over 40 years ago, Ashiana has now become one of the leading specialist services supporting women from all Black, Asian, Minority Ethnic and Refugee (BAMER) communities, supporting and empowering them to escape violence and abuse.

The aim of our work is to increase life opportunities to enable those that are vulnerable to move away from the risk of violence and into safe, stable and happier futures and we achieve this in a variety of ways including support services, accommodation, individual grants and donations, volunteering, education, training and employment, support services, awareness raising and campaigning.

Our growing staff team of over 70 have a vast collection of knowledge and experience and specialise in those areas of abuse which are most prevalent within BAMER communities such as domestic and sexual abuse, forced marriage, female genital mutilation, human trafficking, gang violence and 'honour'-based violence. This team is supported by a dedicated board of trustees with a wealth of experience and commitment to making a change for some of the most vulnerable people in the world.

WE EMPOWER
Survivors are at the heart of everything we do. From our refuges to our groups and classes, we transform the lives of those affected by violence and abuse.

WE SUPPORT
No one should suffer alone. Ashiana provides support hundreds of people a year, supporting them to access their rights and entitlements and move on into safer, happier futures.

WE CAMPAIGN
We break the silence surrounding violence and abuse issues by speaking out to change attitudes and policies. Driven by the experiences of survivors, we campaign to ensure those suffering or at risk of, get fast, effective support.

WE HELP PROFESSIONALS
Many professionals tell us they don't have the knowledge and training to spot problems or help if needed, particularly in relation to cultural differences. We help schools, further education providers and multi sector professionals make a real difference.

WHERE WE WORK:

Ashiana head office is based close to Sheffield City Centre, although as an organisation, we are active all over the UK, with hubs in many northern cities.

WHEN WE WORK:

Standard Office hours are 9.00am – 5.00pm.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis. Ashiana recognises the importance of helping its employees balance their work and home life and so we have a Flexitime system in place as well as 30 days annual leave per annum (based on full time hours).

EQUALITIES AND INCLUSION:

Ashiana is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of Ashiana staff to be willing and able to make a positive contribution to the promotion and implementation of Ashiana Equality and Diversity policy.

SAFEGUARDING:

Ashiana is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us and then regularly as required throughout the duration of employment.

OUR VISION

A world where everyone can live free from fear and harm

OUR MISSION

To support and empower those from Black, Asian, Minority Ethnic and Refugee (BAMER) communities whose lives have been affected by violence and abuse to take control of their lives and move forward into healthy, stable and safer futures.

OUR VALUES

Respect Trust &
Honesty
Empower

About this exciting opportunity

Are you an inspiring, driven and compassionate individual, keen to make a difference? If so, Ashiana are recruiting for some exciting new roles to support and develop our services for those whose lives have been affected by violence, abuse and exploitation.

What we ask:

- Complete commitment to the values of the organisation in supporting vulnerable adults and children and assisting them in rebuilding their lives;
- You will work in a fast-paced environment where each day presents a new challenge and no two weeks are the same;
- You will be an excellent communicator with the flexibility and skills to connect with people from a range of backgrounds;
- You will work as part of a close-knit team who will rely on you as much as you rely on them to deliver services within tight deadlines;
- Close attention-to-detail and first-rate organisational skills are essential to ensure compliance with our contractual obligations;
- Excellent IT skills and experience of working with management information systems and/or processes would be an advantage;
- Core hours are 9am-5pm, however some out of hours work may be required depending on the role;
- The ability to speak community languages is an advantage but not essential;
- Previous experience of networking and partnership working would be beneficial

See particular job and person specification below for additional details applicable to the role applied for.

The ideal candidate will identify as or have experience of working with Black, Asian, Minority Ethnic and Refugee (BAMER) women and have a good understanding of challenges facing BAMER women and children who have faced violence and abuse, and how to support them.

The posts are restricted to female applicants pursuant to Section 9s of the Equality Act 2010.

What you get:

- **Competitive salary**
- **Generous 30 days annual leave plus bank holidays**
- **Flexitime**
- **Workplace pension contributions**
- **Regular training and professional development**
- **Some optional remote/home working**
- **Two company away days per year**

COVID 19 – We understand that life is difficult right now and so all of our employees are predominantly working from home. We are proud that we have not had to furlough any employees during these difficult times and we will provide all the necessary equipment to enable you to continue to work safely and effectively.

Ashiana is committed to ensuring our workforce is reflective of our service user population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

Current Vacancies

Our current vacancies are:

Job Title	Geographical Area / Team	Main Office Base	Contracted Hours	Number of vacancies available
Senior Administrator	Business Support Team	Sheffield	37	1
Finance Administrator	Business Support Team	Sheffield	37	1
Quality Assurance and Compliance Officer	Business Support Team	Sheffield	37	1
Refuge Safe House Lead	South Yorkshire Modern Slavery and Human Trafficking Team	Sheffield	37	1
Refuge Safe House Worker	South Yorkshire Modern Slavery and Human Trafficking Team	Sheffield & Rotherham	37	2
Outreach Worker	South Yorkshire Modern Slavery and Human Trafficking Team	Sheffield / Home Based	37	1
Outreach Worker	East Midlands Modern Slavery and Human Trafficking Team	Derby / Home Based	37	1

How to Apply

Please visit http://www.ashianasheffield.org/get-involved/#Careers for further information on each role and an application pack.

For an informal chat please call:

Business Support Team Roles: Nicola Lambe, Chief Executive on 0114 2555740.

Refuge Safe House and Outreach Worker Roles: Charlotte Hudson, Operations and Development Manager on 0114 2555740

Closing date: Friday 12th March 2021, 5.00pm

Successful applicants will be required to have a satisfactory enhanced disclosure through the DBS scheme.