

nia provides a wide range of services for women and children who have experienced sexual and domestic violence.

We're thrilled to be developing an exciting new collaboration with [Disablement Association Barking and Dagenham](#) (DABD) and [Barking and Dagenham Council for Voluntary Services](#) (B&DCVS), working together to open a new women's centre in Dagenham.

Together we will develop the Huggett Women's Centre, a women only-service provided by women, providing a range of services for all women and girls aged 11 and above, with a focus on those affected by sexual and domestic violence.

The centre will provide a programme of rolling group work support, workshops, drop-in sessions, training for professionals and community groups and volunteering opportunities. We will develop and provide a new model of wrap-around woman-centred support to women and girls who have experienced any form of sexual or domestic violence based on a holistic integrated service with a group work methodology provided from a feminist perspective.

The project is funded by The Big Lottery until the end of May 2019 but we hope to secure longer term funding.

We are recruiting for the following posts:

**Position Title:** Volunteer and Facilities Coordinator – Huggett Women's Centre  
**Hours:** 35  
**Salary:** £25,301 - 27,724 (Funded to May 2019)

The Huggett Women's Centre Volunteer and Facilities Coordinator is responsible for managing activities to ensure provision of and access to high quality support services at the Huggett Women's Centre. The main responsibilities of the post are

- Recruitment, training, development and management of volunteers
- Coordinating reception services and ensuring callers and visitors feel welcomed
- Managing room bookings
- Centre administration and Health and Safety
- Collecting data for monitoring and evaluation to demonstrate impact

**Closing Date:** 10am, 5 September 2016  
**Interview Date:** 20 September 2016

**Position Title:** Lead Group Worker/Trainer – Huggett Women’s Centre  
**Hours:** 35  
**Salary:** £32,098 - £34,785 (Funded to May 2019)

The main responsibilities of the post are:

- Running and supporting the development of a rolling series of group work programmes, each delivered 4 times a year for 8-10 weeks on a different day each week, on the following themes:
  1. Moving on from intimate partner violence
  2. Sexual violence and self-care, and Living as a Woman after Childhood Sexual Abuse
  3. Young Women’s Group
  4. Women’s Group
  5. Support group for mothers whose daughters have been subject to sexual violence/abuse.
- Running quarterly ‘taster sessions’ for the groups above
- Running monthly topic-based workshops on themes developed in consultation with women using the centre
- Collecting data for monitoring and evaluation to demonstrate impact

**Closing date:** 10am, 5 September 2016  
**Interview date:** 22 September 2016

**Position Title:** Partnership and Training Coordinator - Huggett Women’s Centre  
**Hours:** 14 hours per week (across a minimum of 3 and maximum of 4 days)  
**Salary Range:** £12,839 - £13,903 (pro rata £32,098- £34,758)

The main responsibilities of the post are

- Coordination of the organisations delivering in the centre (group-work and one-to-one)
- Ensuring that the centre brings in a diverse range of groups to meet the needs of all women in the borough
- Quality assurance of partner delivery groups
- Stakeholder Evaluation
- Collecting data for monitoring and evaluation to demonstrate impact

The **Partnership and Training Coordinator** will lead on building partnerships with local and regional groups, bringing a diverse range of specialist organisations to the centre to meet the needs of all women and girls in the borough. She will ensure that work delivered meets appropriate professional and quality standards and reflects the values of the organisation.

**Closing date:** 10am, 5 September 2016  
**Interview date:** 19 September 2016

**Position Title:** Women’s Engagement Worker – Huggett Women’s Centre  
**Hours:** 35  
**Salary Range:** £25,301 - £27,724 (Including London weighting)

The Huggett Women’s Centre **Women’s Engagement Worker** is responsible for engaging with women and girls in East London, primarily Barking and Dagenham, to maximise their meaningful participation in the wider community/communities, the running of the centre and to ensure that the centre meets their expressed needs

The main responsibilities of the post are

- Women's capacity and confidence building
- Engaging with women and girls and ensuring that the centre meets their needs
- Recruiting and training volunteers (BDCVS accredited) in partnership with the Volunteers and Facilities Coordinator, including supporting women and girls on 'work-experience' placements
- Promoting the views and voices of women, girls and young women using the centre
- Collecting data for monitoring and evaluation to demonstrate impact

**Closing date:** 10am, 30 August 2016

**Interview date:** 12 September 2016

We're looking for an exceptional woman to join our team. You'll be highly organised and self-motivated feminist who is passionate about ending male violence against women and girls. You'll have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children. We want someone who shares our excitement for developing this brand new project and has the ability to make an impact.

#### **How to apply:**

Please visit our website [www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk) and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, nia, P.O Box 58203, London, N1 3XP.

All posts will be subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).