

# After18 Staff Vacancy: Young Women's Project Worker

## Job Description

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**Job title:** Young Women's Project Worker (Female\*)

**Hours of Work:** 7 hours / week

**Salary:** £27,300 (£5,460 pro rata)

**Duration:** One year fixed term contract, with the opportunity to extend

**Place of Work:** 10a Bishop Street, LE1 6AA (and when at the group session, Greater Meeting Unitarian Chapel, 45 E Bond St, Leicester LE1 4SX)

**Responsible to:** Lead Practitioner

**Purpose of job:** To ensure the safe running of a weekly support session for isolated and vulnerable young women.

## Summary

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After18 runs a weekly support session for vulnerable asylum seeking and refugee young women (including victims of trafficking) aged 15 to 24. We aim to increase confidence and reduce isolation by encouraging young women to participate in a range of creative and well being activities chosen and led by them. We also offer homework support for students taking Health and Social Care at college and access to opportunities to help them progress in this field.

We are looking for a committed and enthusiastic person to support the running of the weekly sessions in Leicester city centre. You will help to identify young women who would benefit from joining the sessions, plan the weekly activities and trips, provide support and guidance to the attendees and ensure policies and procedures are followed.

You will have excellent interpersonal skills, creative ideas and recent experience of working with young women or girls in a paid or voluntary capacity. You will understand how to create a safe and welcoming environment for young refugees and asylum seekers. A key part of this role will be your ability to communicate with young people and identify their needs.

You will be expected to be at the young women's group on Friday evenings from 5-7pm. The remaining working hours can be negotiated, although you will be expected to be available for weekly team meetings.

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## Young Women's Project Worker Duties

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### Specific duties

1. To plan and prepare for weekly sessions to meet the specific wellbeing needs of young female refugees, ensuring the sessions are properly resourced from within an agreed budget.
2. To facilitate the operation of weekly sessions for service users, including setting up the room, preparing refreshments and activity materials and providing a warm welcome to volunteers and service users.
3. To promote the project, and recruit and facilitate attendance through outreach and working with stakeholders.
4. To provide emotional support as needed for young women attending the sessions.
5. To ensure a participatory approach in the group and work with the young women to choose activities and trips.
6. To facilitate the logistics of activities and trips chosen by the service users.
7. To build rapport and trust within the group and work towards increasing confidence and reducing isolation amongst the participants.
8. To assess the needs of the young women attending the sessions and facilitate access to other After18/external services as needed.
9. To support and develop opportunities for progression for young women taking Health and Social Care at college.
10. To support volunteers taking part in the sessions, ensuring they have the resources they need and are well prepared.
11. To manage all paperwork, processing any personal data in accordance with After18's policies and procedures, and national and local legislation.
12. To update and upload casenotes and records to After18's CRM system.
13. To complete outcome monitoring and contribute to funding reports as required.
14. To ensure good safeguarding practices and a safe environment for young people is maintained.
15. To attend team meetings and work as part of a team.
16. To attend regular supervision with the Lead Practitioner.
17. To keep the SMT and trustees aware of issues impacting on the young people.
18. To promote the project to stakeholders including participants, including attending multi agency meetings where appropriate.

### General duties

1. To work within After18's policies and procedures and take appropriate responsibility for health and safety within the relevant legislation.
2. To promote the equality and rights of asylum seekers and implement After18's equal opportunities policy.
3. To carry out additional duties in consultation with the Senior Management Team and consistent with the responsibilities of the post.
4. To attend all relevant training.

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## *Person Specification*

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\*For genuine occupational requirement reasons, we are seeking female applicants only for this post (exemption under the Equality Act 2010; Schedule 9 Part 1). ✓

### **Experience**

#### *Essential*

- Recent experience of working with vulnerable girls or young women from diverse backgrounds
- Experience of facilitating group work and activities
- Experience of keeping accurate work records
- Experience of supporting young people who are dealing with complex and sensitive issues

#### *Desirable*

- Experience of working young people from an asylum-seeking or refugee background
- Experience of facilitating youth work and activities

### **Skills, Knowledge & Abilities**

#### *Essential*

- Understanding of, and empathy with, the situation for isolated and vulnerable young women
- Person-centred strength-based approach to service users
- Ability to manage professional boundaries and understand the limits of the role
- Ability to work as part of a team
- Good organisational/administrative skills
- Ability to work flexibly depending on the needs of the young people
- Understanding of and commitment to equality, diversity and inclusion
- Understanding of the need for service user confidentiality and compliance with data protection legislation
- Good safeguarding practice with regard to working with children, vulnerable adults and victims of trafficking

#### *Desirable*

- Understanding of the experience and needs of victims of trafficking
- Ability to work with young people from diverse backgrounds
- Use of monitoring and evaluation tools such as questionnaires
- IT skills: use of casework recording databases, use of calendar/time management applications

### **Other requirements**

The successful candidate will be required to undergo an enhanced DBS check with barred list and will be asked to provide two references, one of which must be their current or most recent employer.

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### *Privacy Statement*

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After18 confirms that the information provided by you during the course of your application to After18 will be kept secure and will only be used for the purposes of processing your application. ✓

### *To apply*

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If you feel you meet the person specification above and would like to apply for the role, please email [sarah.danby@after18.org.uk](mailto:sarah.danby@after18.org.uk) for an application pack. If you have any questions regarding the role or application process, please contact Sarah Danby on 07851 411964. ✓

The deadline for applications is 5pm, Friday 9th February 2024.