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| <b>Job title</b>      | <b>Women's Project Worker</b>        |
| <b>Salary</b>         | <b>£ 15,256</b>                      |
| <b>Responsible to</b> | <b>Senior Women's Project Worker</b> |

### Role Summary

As a member of Wintercomfort's Project Worker Team, reporting to the Senior Women's Project Worker, the Women's Project Worker is responsible for delivering Wintercomfort's specialist range of 1:1 and group support aimed at empowering female Service Users to move out of the spiral of homelessness and back into mainstream society.

### Key Responsibilities

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| To carry a caseload of female Service Users, providing 1:1 person centred emotional and practical support, advice & guidance on a variety of issues to improve self-esteem, self-confidence and general wellbeing, to enable them to move forward successfully, working towards independence.                                       |
| To provide a wide range of engaging opportunities to access practical support on a 1:1 basis, such as basic life skills. To work with the Project Worker team to ensure female Service Users have access to other specialist practical support.   |
| To provide an inclusive and supportive range of female only group activity sessions, to be Service User lead and a mix of in-house and external group sessions.   |
| To provide services at different venues as appropriate. Including signposting to relevant provision in the city.  |
| To support the engagement of female Service Users with training and volunteering opportunities via the Social Enterprise teams.   |
| To ensure that accurate records are kept, documenting the support services provided to Wintercomfort's service users and any referrals made to outside agencies/services. To ensure that record keeping meets the requirements of internal and external monitoring of outcomes, assisting with reports and case studies to funders. |
| Note - this is not an exhaustive list and you may be required to perform other reasonable duties as assigned by the Services Manager and/or CEO.  |

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**Person Specification**

| Criteria             | Description   | Essential or Desirable     |                   |  |
|----------------------|---|----------------------------|-------------------|--|
| <b>Experience</b>    | Previous experience of support work that effectively engages individuals with opportunities for self-development.   | D                          |                   |  |
|                      | Experience of supporting vulnerable people with complex support needs to make positive changes in their lives.  | D                          |                   |  |
|                      | An understanding of substance misuse, mental health and issues associated with social exclusion.  | D                          |                   |  |
|                      | Experience of delivering advice and guidance support to individuals.  | D                          |                   |  |
|                      | Knowledge of local volunteering and informal learning opportunities.  | D                          |                   |  |
|                      | Knowledge of local services for homeless and vulnerably housed people.  | D                          |                   |  |
|                      | Experience of managing projects providing opportunities for placements and personal development.  | D                          |                   |  |
|                      | Experience of volunteering and supporting vulnerable people to volunteer.   | D                          |                   |  |
| <b>Skills</b>        | A willingness to learn, accept guidance and work with women in a trauma informed, non-judgemental way.  | E                          |                   |  |
|                      | Able to use IT skills Effectively, including Word, Excel & Outlook  | E                          |                   |  |
|                      | Strong communication skills, being able to talk, and listen and write effectively.  | E                          |                   |  |
|                      | Strong co-ordination and organisational skills, with the ability to prioritise your workload.   | E                          |                   |  |
|                      | A constructive, flexible, trauma informed and positive approach towards working with vulnerable excluded people. Experience of and ability to work confidently within boundaries. | D                          |                   |  |
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## Terms and Conditions

|                              |   |
|------------------------------|---|
| <b>Location</b>              | Overstream House or at other locations within Cambridge   |
| <b>Working pattern</b>       | 4 days per week,<br>Shift pattern –<br>Mondays and Wednesdays – Flexible between the hours of 9am – 5pm<br>Tuesdays and Thursdays - 1.15pm – 7.15pm |
| <b>Hours of work</b>         | 22.5 per week   |
| <b>Length of appointment</b> | Permanent   |
| <b>Probation period</b>      | 3 months  |
| <b>Annual leave</b>          | 25 days (pro-rata for part time posts)  |
| <b>Pension eligibility</b>   | Yes   |

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

This role requires an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by Wintercomfort for the homeless.



Overstream House, Victoria Avenue,  
Cambridge CB4 1EG

01223 518140  
info@wintercomfort.org.uk

[wintercomfort.org.uk](http://wintercomfort.org.uk)

### **What can Wintercomfort offer?**

One of our core values at Wintercomfort is to recognise and reward our staff as our greatest asset. We realise that it's our people who have helped us to become a well-respected charity that helps to make a positive change to homeless people's lives. We want to continue to deliver excellent, relevant services for the homeless in Cambridge by attracting and retaining talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Benefits** – You will be eligible for benefits and services, including pension scheme, death in service benefit and tax-efficient bicycle lease and childcare vouchers.
- **A supported work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training**- We recognise the importance of having a motivated and effective staff team. We offer on-going training to support you in your role.

### **Equality of Opportunity at Wintercomfort**

We are committed to a proactive approach to equality, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

### **Job Description Review**

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.

### **General Information**

Wintercomfort works with people who are homeless, at risk of homelessness or with a history of homelessness. We provide services to aid every stage of recovery - from immediate basic welfare needs to long term help in identifying and dealing with the problems which are undermining their stability, and enabling them to engage with education, employment and specialist health services. National statistics rank the numbers of rough sleepers in Cambridge within the highest 20 UK local authorities.

For further information about us please visit [www.wintercomfort.org.uk](http://www.wintercomfort.org.uk)

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