

Job title	Women's Project Supervisor
Salary	£ 29,000
Responsible to	Services Manager

Role Summary

The Women's Project Supervisor role is to work with and when appropriate deputise for the Services Manager to maintain, develop, and expand services to ensure that Wintercomfort can meet its objectives of supporting vulnerable, homeless or at risk of homelessness women to make positive changes in their lives. In addition to supporting the Services Manager with the day to day running of the centre the role holder will have line management responsibility for the Women's Project Worker team.

Key Responsibilities

To provide advocacy, support and information to women who have had previous experience or have experienced difficulties in interpersonal relationships including domestic abuse, sexual abuse, loss of children and relationship break down to improve self-esteem, self-confidence and general wellbeing.
To coordinate 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 women Service Users have access to other specialist practical support in order to find meaningful occupation - employment, education/ training, volunteering, social activities
To provide regular 1:1 key working sessions which will include discussing subjects such as long-term goals, financing and budgeting, benefits and other issues in order to provide the emotional and practical support needed to make positive progress in their lives.
To provide outreach services at different venues as appropriate. Including signposting to relevant provision in the city.
To Work closely with other agencies to meet women's support needs –including social care – CPFT, GP's, CPNs, MIND, Women's Aid, Cambridge Women's Resources Centre, Women's Haven, City Council - housing and homeless departments, Police, Landlords, welfare benefits, advocacy groups such as Centre 33 and CIAS.
To signpost to specialised support to those experiencing sexual violence through the Independent Sexual Violence Adviser route. Working with statutory services as and when needed.
To work with the Services Manager on stakeholder relationships relating to women only services. To actively participate in a range of partnership working groups to keep updated on development of women's only services.
To have line management responsibility for the Women's Project Workers team. Conduct regular supervisions and appraisals with each member of the team.

To be responsible for managing the women's service budget, to ensure that spending is on target and to identify free resources.

To manage and support a small team of specialist female Volunteers to support the group activity sessions.

To ensure that accurate records are kept documenting the support services provided to Wintercomfort's service users. Ensuring 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.

Person Specification

Criteria	Description	Essential or Desirable	
Experience	Previous experience of support work that effectively engages individuals with opportunities for self-development.	E	
	Experience of supporting vulnerable people with complex support needs to make positive changes in their lives.	E	
	An understanding of substance misuse, mental health and issues associated with social exclusion.	E	
	Experience of delivering advice, guidance and employability 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.	E	
	Skills	Effective IT skills including Word, Excel & Outlook	E
		Strong verbal and written communication skills.	E
Strong co-ordination and organisational skills.		E	
A constructive, flexible and positive approach towards working with vulnerable excluded people.		E	
Willingness and ability to work flexible hours including weekends as and when needed.		E	



Overstream House, Victoria Avenue,
Cambridge CB4 1EG

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info@wintercomfort.org.uk

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Terms and Conditions

Location	Overstream House or at other locations within Cambridge
Working pattern	Monday – Friday
Hours of work	37.5 hours per week
Length of appointment	Permanent
Probation period	3 months
Annual leave	25 days Plus Bank Holidays
Pension eligibility	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.

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

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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. Other benefits are currently under review.
- **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.

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