



Dear Applicant,

**Re: The Jenkins Centre –Sessional Intervention Programme Worker**

Thank you for your interest in the above post.

Please find within this pack the following:

- Job description and person specification for the post
- Application form
- Equal opportunities monitoring form
- Information for applicants
- Jenkins Centre briefing paper

If you wish to apply for this post, please complete the application form and equal opportunities monitoring form and post or email marked '**Private and Confidential**':

**By post to:** Lauren Cameron  
Service Manager  
The Jenkins Centre  
FreeVA  
PO BOX 7675  
Leicester  
LE1 6XY

**By email to:** Lauren @jenkinscentre.org

*Please note that CVs will **not** be accepted.*

Successful candidates will be contacted and advised of their interview time. Due to limited resources, we regret that we will not be able to contact candidates who are unsuccessful at the short-listing stage. If you would like to have an informal conversation about the role before applying then please call the Jenkins Centre and ask to speak to Lauren Cameron- Service Manager

We look forward to receiving your application.

Yours faithfully,

Lauren Cameron

Service Manager



# the Jenkins Centre

Respectful Relationships ▪ Safer Families ▪ Stronger Communities

## Job Description

**Job title:** The Jenkins Centre – **Sessional Intervention Programme Worker**

**Fee scale:** £15 - £18 per hour dependent on experience

**Responsible to:** The Jenkins Centre – Service Manager

**Hours** Hours to be determined, including some evening work. Likely to be cover for group sessions currently running Tuesday /Thursday evenings 5-9:00p.m ( this includes preparation, delivery and evaluation)

### Fixed Term Funded Post

The funding for this service will run through to the end of March 2022

### Job Purpose

To undertake individual sessions and group work with people who use intimate partner abuse in their relationships, in a way that prioritises the safety of those at risk from domestic violence. The post holder is expected to work in line with the Respect Service Standards for Domestic Violence Prevention Programmes.

### Duties and Responsibilities

#### Client work and liaison

1. To conduct violence prevention work in a way that shows an understanding of domestic violence and its effects on partners, ex-partners and children
2. To lead with a co-worker a structured violence prevention programme for men who have been abusive towards an (ex-)partner
3. To conduct appointment-based assessments with potential clients to assess their suitability for the violence prevention programme based on the Jenkins Centres aims and criteria, submitting reports to social services and other agencies as necessary
4. To conduct meetings with clients and other professionals as necessary
5. To liaise with other agencies as appropriate, attending core group and case conferences as required
6. To take part in casework meetings with other Jenkins Centre staff about the progress of the intervention work and to ensure that the safety of those at risk from domestic violence remains at the forefront of the Jenkins Centre's work

7. To implement actions agreed in casework discussions

#### **Administration**

1. To assist with collecting information needed for monitoring purposes
2. To maintain up to date information on legal, housing and welfare issues relevant to domestic violence
3. To assist the Service Manager in producing statistical and other reports on work done within the Jenkins Centre to meet the requirements of commissioners and co-operating in the ongoing evaluation of the Jenkins Centre services
4. To maintain appropriate client records
5. To undertake evaluation questionnaires with women and men using the Jenkins Centre

#### **Other**

1. To attend line management sessions as requested and to provide information on client work, service delivery and organisational issues to the line manager
2. To implement decisions agreed in line management meetings
3. To assist with general cover of the Jenkins centre office
4. To conduct all work in a way that reflects the aims and principles of the Jenkins centre, in particular the centre's policies on anti-discriminatory practice, equal opportunities and confidentiality
5. To keep up to date with domestic violence issues and participate in relevant training as required
6. To undertake other duties as reasonably requested

## Person Specification

Area	Criteria
<b>Education &amp; training</b>	<p><b>Essential</b> An honours degree or equivalent qualification (or alternatively substantial relevant experience) is essential.</p> <p><b>Desirable</b> A relevant professional qualification such as CQSW, Diploma in Counselling.</p>
<b>Experience &amp; Knowledge</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. An understanding of the nature of domestic violence and its effects on women and children</li> <li>2. An understanding of why some men use abusive behaviours towards women in relationships and the range of models used in addressing this behaviour</li> <li>3. Experience of providing one-to-one counselling, or group work with men</li> <li>4. Experience of co-facilitating groups</li> <li>5. Experience of working in domestic violence and abuse or child protection</li> <li>6. An understanding of the child protection system</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. An understanding of risk factors in perpetrators of domestic violence</li> <li>2. An understanding of domestic violence in the context of women's violence towards male partners, domestic violence in same sex relationships, young people's violence towards parents and so called honour based violence</li> <li>3. An understanding of the criminal justice system in relation to domestic violence and the other legal options available to those experiencing domestic violence</li> <li>4. Experience of working with men on the issues of violence and abuse towards women</li> <li>5. Experience of liaising with social workers and other professionals from a range of statutory and voluntary agencies</li> <li>6. Experience in a related area, e.g. substance misuse, child protection, family support, probation.</li> </ol>
<b>Personal Attributes</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. The ability to communicate clearly with a range of people both over the telephone and in person, sometimes over sensitive and/or complex issues</li> <li>2. Motivated and enthusiastic</li> <li>3. Ability to operate with a high degree of confidentiality</li> <li>4. Ability to work to tight deadlines and to take responsibility for meeting</li> </ol>

- agreed targets
5. Ability to work on own initiative, to be proactive and take responsibility for workload.
  6. Ability to work independently and as part of a team towards a common objective
  7. Commitment to continuing professional development
  8. Ability to recognise discrimination, in its various forms, and to take appropriate action
  9. Willingness to work flexibly, as and when required
  10. Excellent influencing skills
  11. Diplomacy and strong negotiation skills
  12. The ability to manage your own administration and to maintain effective administrative systems

**Attitude**

**Essential:**

1. Demonstrate an understanding of Anti-Discriminatory Practice in service delivery and a commitment to implementing Anti-Discriminatory Practice in relation to job responsibilities
2. Demonstrate an understanding of and a commitment to work in accordance with the Confidentiality and Equal Opportunities Policies of the Jenkins Centre
3. Demonstrate an understanding of and commitment to work in accordance with the objectives and principles of the Respect Service Standard
4. Demonstrate a willingness to work within an organisation which works both with perpetrators of and with victims who have experienced domestic violence
5. Demonstrate a willingness and ability to work flexibly including some evenings

**IT skills**

***Essential***

- a. Knowledge of and familiarity with Microsoft Office applications, including Word, PowerPoint and Excel.
- b. A competent user of Outlook and the Internet
- c. Ability to use computerised monitoring systems.

# FreeVA Job Application Form

Please note this form should be completed in black ink (block capitals) or type. Additional sheets may be attached wherever necessary. You are invited to submit an electronic copy or a paper copy of this application form before the deadline stated.

## 1. Details of post

Post applied for: Jenkins Centre –Sessional Intervention Programme Worker

Closing date:

Where did you see this post advertised?

## 2. Personal details

Surname:

Other names:

Address:

Telephone numbers:

Business:

Home:

Mobile:

Post code:

National Insurance Number:

Do you need a permit to work in the UK?

## 3. Current employment

Name of employer:

Address:

Job title:

Present grade/salary:

Date of appointment:

Notice required:

Summary of duties/responsibilities:

Interviews will take place on 13<sup>th</sup> May 2014. Please indicate here if you are **not** able to attend for interview on this date.

Please include details of any support/access needs that you may have at interview. This information is requested now only to ensure that we can make appropriate arrangements if you are selected for interview.

## 4. References

Details of two referees are required; one of which should be from your present or last employer. References will only be taken up for applicants selected for interview and you should ensure your references are in a position to respond promptly. Please indicate below if you would like us to inform you before taking up either reference. Please note that no offer of employment will be made without prior receipt of satisfactory references.

Name:	Name:
Address:	Address:
Telephone no:	Telephone no:
Email address:	Email address:
Title/position:	Title/position:
Relationship to applicant:	Relationship to applicant:
Notification prior to taking up reference: <i>(please tick here if required)</i>	Notification prior to taking up reference: <i>(please tick here if required)</i>

**5. Education, qualifications and training – please list most recent qualification first.**

Please list all qualifications you have which may be relevant to this post. You will be required to provide evidence of any qualifications at interview.

Qualifications gained/ examinations passed/ grades	School, College, University, Organising/Professional Body,	Date achieved

**6. Employment history – please list most recent post first.**

Post title	Employer	Salary	Date employed		Reason for leaving
			From (mm/yy)	To (mm/yy)	

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### 7. Personal Statement

Please write a personal statement of **not more than 2 pages** of A4 (in minimum of Arial pt 11 font) which covers:

- Why you are interested in this job
- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore we suggest that you use the points in the person specification as headings and give **specific examples** to demonstrate how you fulfil each of the items of the person specification. (NB It is insufficient simply to repeat what it says in the person specification).

If you do not follow these instructions your application will not be short-listed.



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**8. Rehabilitation of Offenders Act 1974**

Because of the nature of work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

Applicants are therefore not entitled to withhold information about convictions (which for other purposes are “spent” under the provision of the Act).

Have you ever been convicted of a criminal offence?	YES/NO
Have you any pending criminal charges?	YES/NO

If “yes” to the above please give details on a separate sheet.

All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The disclosure of an offence will not necessarily bar you from employment. This will depend on the background and circumstance of your offence(s).

**9. Declaration**

I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems or criminal convictions or prosecution pending, may disqualify me from employment or render me liable to summary dismissal.

Signature:	Date:
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## FREEVA Equal Opportunities Monitoring Form

Please complete and return this form with your application form.

Comprehensive monitoring of the workforce and job applicants is carried out to evaluate the effectiveness of the Equal Opportunities Policy and related personnel policies and practices. It is therefore important that you complete this form.

The information, which you provide, on this form will **not** be used by those involved in the selection procedure: it is solely for monitoring purposes. This information will remain confidential but, should you be appointed, may become part of your personal record. Please note this form should be completed in black ink (block capitals) or type.

### 1. Details of post

Post applied for:

Date:

### 2. What is your ethnic group?

a White

British

Irish

Any Other White\*

\*please specify \_\_\_\_\_

b Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background\*

\*please specify \_\_\_\_\_

c Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background\*

\*please specify \_\_\_\_\_

d Black or Black British

Caribbean

African

Any other Black background\*

\*please specify \_\_\_\_\_

e Chinese or other ethnic group

Chinese

Any Other\*

\*please specify \_\_\_\_\_

DVIRP Equal Opportunities Monitoring Form (continued)

### 3. My Country of birth is (please specify)

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**4. My family language is (please specify)**

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**5. My sex is (please tick)**

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

**6. The Disability Discrimination Act 1995 defines disability as:**

'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities

I consider myself to be            Disabled             Not disabled

Surname:	Forename:
Signed:	Date:

Thank you for completing this form

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**FOR OFFICE USE ONLY (To be completed after the appointment has been made.)**

This candidate was:	Unsuccessful	<input type="checkbox"/>
	Shortlisted	<input type="checkbox"/>
	Interviewed	<input type="checkbox"/>
	Appointed	<input type="checkbox"/>

**Advice on filling in the application form**

We only interview applicants who meet the criteria for the post. We choose who to see from what you write on your application form. If you follow the advice below you will have the best chance of getting an interview.

We score your application against attributes listed in the Person Specification. So explain carefully how you meet each attribute. For example if skill in report writing is required you could show this by explaining the sort of reports you have written. (it would not be enough just to say 'I am skilled in report writing'). Put yourself in our place and think how you can help us understand the attributes you possess.

Remember we can only give you credit for what you tell us. We can only give you the extra credit due for skills or experience that are particularly relevant if you tell us enough to show that this is the case.

If there is not sufficient space on the form you may attach further information but remember credit is not given for length, only for meeting the criteria.

In listing previous experience please include all work since leaving full time education and explain any gaps in employment (for example voluntary service overseas or bringing up a family).

We may not be familiar with the type of work you have done previously so please explain carefully how it equips you for the job you have applied for.

Almost all jobs require the ability to follow written instructions and most jobs require some skill in written communication. So a form completed fully, clearly and succinctly as instructed is likely to score more highly.

### **Important Information**

- The appointment is subject to obtaining 2 satisfactory references
- Fee's will be paid monthly in arrears by bank credit transfer.
- We operate a non-smoking policy in our offices.
- Hours will be determined based on the business needs and as and when required.  
Sessional workers may be required to work outside of normal working hours (9am to 5pm) on most occasions.

### **Information for Applicants**

Please apply using the enclosed application form, a CV will not be accepted. You may continue on an extra sheet if you wish but please limit any additional information to two sides of A4 paper.

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Successful applicants will be asked to produce proof of their entitlement to work in the UK.

Successful candidates will also be asked to provide certificates for any qualifications they hold which are relevant to the position.

Successful candidates will also be subject to Criminal Records Bureau checks

If at any stage you feel your application has not been dealt with fairly please write to Suki Kaur, Chief Executive, FreeVA PO Box 7675, Leicester, LE1 6XY. Please mark your letter **Private & Confidential**.

**Applications to be posted marked 'PRIVATE & CONFIDENTIAL' to**

**By post to:** Lauren Cameron  
Service Manager  
Jenkins Centre  
FreeVA  
PO BOX 7675  
Leicester  
LE1 6XY

**By email to:** Lauren @jenkinscentre.org