



## Young Women and Girls Project Coordinator

### Job description

---

**Job Title:** Young Women and Girls Project Coordinator: Specialist support worker for women & girls

**Salary:** £ 25,500 per year

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

**Reports to:** Youth Engagement Manager

**Location:** Banbury

Some home working is possible. Travel throughout Oxfordshire will be required.

**Hours of work:** 37.5 hours per week (some evening and weekend work may be required)

This is a fixed-term contract until March 2025.

***Due to the nature of the service, and this role we can only accept applications from female only candidates – please see 'Job Purpose' for further details.***

---

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

## **Job purpose**

The Young Women and Girls Project Coordinator's objective is to improve services for young women and girls living in the Cherwell district who have been harmed or exploited by gangs. There will be a particular emphasis on understanding the gendered risks that gang exploitation poses for women and girls. The coordinator will ensure that women and girls have access to the individualised assistance they require, as well as increase our knowledge of how women and girls experience gang affiliation, violence, and exploitation.

The ideal candidate will be a proactive, hands-on self-starter with a track record of success in a related field, a flexible approach, and a passion for combating violence against girls and young women, with a particular focus on those affected by gang exploitation.

## **Duties and Responsibilities**

- Collaborate with statutory and non-statutory services to identify young women and girls who have been or are at risk of being victims of gang-related harm and exploitation.
- Work directly with gang-affected young women and girls, offering them support, guidance, access to services, and referrals as needed. This should be accomplished through early intervention and prevention activities; and
- Develop relationships with girls and young women that encourage and empower them to make informed choices about their futures. You will assist youth in addressing various issues and identifying needs. This will include supporting young people to leave exploitative relationships, through their transition and recovery.
- Delivery of one-to-one and peer group work to young women and girls who are at risk of, being victims or survivors of Child Exploitation
- Act as a caseworker for young women and girls exploited by gangs who access the project, introducing them to the service and familiarising them with it; meeting with them regularly and providing appropriate support and signposting.
- Identify the needs of exploited young women and girls, develop robust support plans (taking into account existing plans), and work with young people to meet those needs.
- Advocate for individual young women and girls, and on behalf of all exploited children & young people.
- Establish, maintain and develop good working relationships with professionals and organisations both statutory and voluntary sectors, working in a multi-agency framework.
- Challenge prejudice towards all children and young people who are exploited within the wider community through awareness raising, training, and mentoring of professionals and community guardians.
- Advise other professionals of good practice issues related to working with exploited young women and girls and those 'at risk', including the development and delivery of training for professionals and case consultations.

- Participate in a network of partner agencies throughout the Cherwell district, advising on good practice issues pertaining to working with this client group and developing new ways of working.
- Participate in statutory sector and partner agency processes, including EHA, TAF, CIN, CP, and other formal client support processes, assuming the role of Lead Professional when necessary.

### **Monitoring and Evaluation**

- Monitor all referrals, through an internal system, and triage cases to ensure appropriate and timely support is offered, signposting to partner agencies if required.
- Conduct all assessments and safety planning in collaboration with young women and girls as well as any partner agencies, including partners/careers when it is safe to do so.
- Ensure that all quarterly and annual KPI monitoring, evaluation, and reporting requirements are met, contributing to the development of monitoring and evaluation systems as needed.

### **General**

- To attend team meetings and regular supervision with line manager
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To have a flexible approach to working hours as this post will involve some unsociable hours including, evening and weekend work.
- To maintain good professional practice and ensure ongoing development, through the use of supervision and training.
- Ensure the project is meeting relevant standards, regulations and procedures inclusive of Health & Safety, Safeguarding and Equality, Diversity and Inclusion.

### **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role).

## What we are looking for

### Essential

- Working knowledge of issues faced by young people in general and specifically in relation to exploitation and abuse.
- Direct experience in working with vulnerable young people.
- Direct experience in managing a caseload and casework process.
- Direct experience in planning and delivering group work sessions to young people.
- Capability to interact with young people on a one-on-one basis utilising a wide array of diverse approaches.
- Capability to conduct dynamic risk assessments, ensuring one's own and others' safety
- Experience in safeguarding practice and working within child protection and information-sharing protocols.
- Experience of working within a multi-disciplinary / multi-agency framework.
- Capability to offer training and presentations to a variety of different audiences.
- Proficient in writing reports that meet the needs of networks and funders
- Knowledgeable about information technology, the internet, and social media including Excel, Word, PowerPoint and CRM systems.
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- The ability to relate to and empathise with young people
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

### Other desirable skills

- Social Work qualification, or JNC in Youth Work, or therapeutic qualification

- Knowledge of local networks and the different communities in the Oxford area.
- Knowledge and/or qualification in Protective Behaviours, Attachment, Trauma
- Willingness to participate in the necessary professional training in accordance with the requirements of the sector (this may necessitate a personal time commitment)
- Experience in direct working with issues of child exploitation
- Experience in involving service users in planning/designing/implementing services.
- Experience in practice-based risk assessment within direct service provision.
- Track record of delivering ‘single gender’ work with and for girls and young women
- Previous experience working in the not-for-profit sector

**Closing date for applications: 15<sup>th</sup> March 2023**

**Interviews to be held: 21<sup>st</sup> & 22<sup>nd</sup> March 2023**

To apply, please send a copy of your CV accompanied by a completed application form to  
our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.