**Mentoring and Advocacy (MAS) Keyworker Vacancy**

**Empowered women build and shape strong communities**

**Join Our Team**

If you want to play a role in a leading women-centred support service which advocates for systems change, then we want to hear from you! Together Women provides holistic services to women and girls with multiple and complex needs across Yorkshire, Humberside and the North of England, supporting women in prison and through our Women’s Centres in Leeds, Bradford, Sheffield, Hull and HMP New Hall. Apply to join our MAS Team today and make a difference to the lives of women and their families, and through them to all our communities.

**Together Women is looking for an outstanding keyworker that is creative, proactive, passionate and committed to the needs of women, and will make good use of reflective practice through supervision and support.**

**As a MAS keyworker you will support women who are screened onto the OPD (offender personality disorder) pathway in the North of England. You will be required to mentor and advocate for women’s needs develop positive relationships with the women you support as well as professionals and supporting agencies.**

**We are looking for someone who will sustain and develop Together Women’s culture of continuous improvement, modelling and sharing the values of the organisation as we work together to support vulnerable women.**

If this sounds like you, we would love to hear from you. For further information or an informal chat about the MAS keyworker role please contact Chantelle Mapuranga on [ChantelleM@togetherwomen.org](mailto:ChantelleM@togetherwomen.org) or call 07585667402.

We actively encourage applications from women from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from Black, Asian and minority ethnic women and women who have personal experience of the criminal justice system

**To apply** please visit [www.togetherwomen.org/](http://www.togetherwomen.org/)getting involved/jobs

**Closing date: Wednesday 25th May (noon)**

**Interview date: TBC**

**TOGETHER WOMEN, OUR HISTORY**

Together Women work with women and girls with multiple and complex needs across the North of England. We pride ourselves on our person-centered approach, putting our customers at the heart of the support they receive and working to better empower women by providing them with the tools and confidence to lead healthier and happier lives.

Established in 2006 as one of the MOJ pilot demonstration projects, Together Women (TW) has been **a national trailblazer** in developing gender-specific, trauma-informed services for women involved in the Criminal Justice System and support for other vulnerable women and girls.

**TW is the lynch pin in a well-developed Female Criminal Justice Pathway** operating across Yorkshire and Humberside, involving integrated working with Police, Courts, Probation, CRCs, and the Prison Service. Early Interventions include informal referrals from the police, police station and court-based advice and the Liaison and Diversion female pathway across Leeds and Bradford. Nationally recognised as an outstanding model of support for women, our holistic approach supports women in custody and in the community, linking women into our centres where they can access specialist, trauma-informed services.

For the last 13 years, TW has been successfully providing gender-specific services for women subject to community sentences and post release licences working first for Probation Trusts across Yorkshire and Humber. TW has been an integral part of the regime at HMP New Hall since 2009 and our In-reach Resettlement Service won a Butler Trust Award in 2013. Our multi-disciplinary team at New Hall has specialisms in domestic abuse, rape and sexual trauma counselling, Child Sexual Abuse and support for women who have been involved in the sex industry, as well as generic resettlement work, as part of an Integrated TTG service. Our unique model has successfully provided a continuity of care for women from our region, with evidence that 70% continued to engage with TW on release. Within the wider prison estate, we provide support to Clinical Teams working to reduce self-harm and facilitate links with community agencies who can support resettlement.

**Our Mentoring and Advocacy Service is a provider within the NHS/HMPPS Women’s Offender Personality Disorder pathway, employing a gender-specific approach to support women offenders with personality difficulties, working with women for up to 2 years. The service is vibrant, dynamic, and responsive, operating throughout the North of England and North Wales, in custody and the community.**

The Offender Personality Disorder (OPD) pathway was jointly commissioned by Her Majesty’s Prison and Probation Service (HMPPS) and NHS England in 2011. Representing one of the most significant recent developments in mental health and criminal justice, the pathway provides psychologically-informed and relationally-focused treatment for women in criminal justice with personality disorders.

Acknowledging the gender differences that exist in terms of the psychosocial and criminogenic needs of women, the OPD pathway provides female-specific services, delivering “wraparound” support for eligible women throughout their sentences, in custody and in the community.

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| **Role Profile/ Job description** | |
| **Title** | Mentoring and Advocacy (MAS) Keyworker |
| **Team** | Mentoring and Advocacy Service Team |
| **Grade/Salary** | £22,443 |
| **Base** | Sheffield (with travel across South Yorkshire) |
| **Hours** | 37 hours (full time) |
| **Leave** | 25 days (plus public holidays) |
| **Report to** | Centre Manager |
| **Role summary** | |
| The role will provide a mentoring and advocacy service to women affected by the criminal justice system who are experiencing personality difficulties.  The role will be part of a team of 10 Key workers and supporting women on a 1 to 1 basis within the South Yorkshire. You will actively engage and support a case load of up to 25 women which will include women who are transitioning from custody into the community.  The role will also include proactively building a network of partners who can offer specialist support to the women, develop knowledge of relevant service provision to enable women to access a wide range of services. You will work collaboratively with external agencies including probation, clinical teams and other voluntary services and build professional working relationships.  The post holder will be predominantly based at Together Women Centre in Sheffield and support women across South Yorkshire in the community when required.  Together Women’s core working hours are Monday to Friday 9am to 5pm, however we seek some flexibility in this as we respond to the needs of our customer group. | |
| **Key accountabilities** | |
| Responsible for a caseload of women to whom you will provide high quality customer support via the following:   * Promoting, receiving and processing referrals in line with current practice guidelines. * Identifying and assessing individuals’ support needs including risk assessment and informed by relevant background information. * Building effective relationships with women; to encourage them to identify and respond to their needs, interests and personal development; and to provide guidance and support to enable them to deal with a wide range of issues affecting their lives. * Working within and alongside an integrated model of care involving Health, Criminal Justice System and Social Care professionals. * Providing continuous and consistent support to women, with a particular emphasis on motivation and engagement; practical issues (including family); relationships (with family, staff and peers); navigating and accessing services (including education and employment); and self-esteem and empowerment. * Encouraging feedback from women using the service in order to promote quality assurance. * Supporting women to help them make progress feel more stable and remain motivated to access current and future support and treatment. * Contribute to measuring and monitoring systems as required. * Ensure all necessary records are properly maintained in line with policies on client files, finance and administration. * Work collaboratively with other providers of the Offender Personality Disorder pathway to enable decision making and problem resolution. * Use evaluation, learning, experience and use feedback to support service development. * Manage and update own skills base to ensure quality service delivery and personal development in role. * Participate in regular one to one supervision and group reflective practise.     **General Responsibilities**   * Represent and be an ambassador for TW * Support and embody the mission, ethos and values of TW * Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position * Maintain and improve competencies through continuous professional development * Abide by all organisational policies, codes of conduct and practices * Support and promote inclusion, diversity and equality of opportunity in the workplace * Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data | |
| **Role Requirements** | |
| **Essential**   * Experience of the delivery of services for women * Knowledge and understanding of the issues faced by women with personality disorder * Knowledge and understanding of the issues faced by women affected by CJS * Experience of working with women in a support role * Experience of case management and recording * Experience of building positive partnerships with other agencies * Strong IT skills (PC literate and competent in using MS Office) * GCSE (or equivalent) in Maths & English - Grade C or above * Satisfactory DBS check   **Desirable**   * Relevant NVQ or equivalent at Level 3 or 4 * Experience of working with women affected by CJS * Experience of working with women with personality disorder * Experience & competence in report writing * An understanding of the particular problems faced by women affected by CJS with dependants * Experience of outreach work * Knowledge of child protection issues * Experience of running training sessions and workshops | |
| **Qualities we are looking for in candidates – Our Competency Framework** | |
| **Client focus**  **Service Provision**   * Commitment and enthusiasm for working with our customer group * Empathy with customer group * Manages caseload and delivers support as per the requirements of the service contract and the internal quality audit framework requirements   **Recording & monitoring**   * Maintain case files and administrative/monitoring systems effectively   **Interpersonal Skills**  **Working with others:**   * Builds and maintains effective working relationships, with customers and stakeholders; within the organisation and external to it * Manage and ensure that clear professional and emotional boundaries are established * Demonstrates a keen understanding of the ability to adapt one’s approach when working with different groups (e.g. customers, partner agencies, stakeholders and colleagues)   **Communication**   * Presents spoken and written information clearly and appropriately and to a high standard   **Diversity**   * Builds trust and demonstrates respect for others, showing an awareness of the impact on own behaviour on others * Treats everyone fairly and consistently   **Personal effectiveness**  **Risk management**   * Works in line with policy and procedure * Applies and promotes risk management * Aware of the need for confidentiality in dealing with information; of when confidentiality should be preserved and of the circumstances when it is right to reveal confidential information and to whom to is right to do so   **Approach to work**   * Willing to learn and develop * Plans, organises and implements work, on own initiative with minimum direct supervision * Flexible and creative approach at work; able to adapt to the changing needs of the program * Ability to manage time, prioritise and meet deadlines * Organised approach, with keen admin skills and attention to detail * Makes clear decisions and deal positively with challenges | |
| The post holder is expected to work within policies and procedures of Together Women and be committed to its ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment. | |
| **Notes**  This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act. Whilst this is needed we encourage those with lived experience of the criminal justice system to apply. We are keen to represent the diversity of the people we serve, and welcome applications from those who are under-represented in leadership positions in the charity sector, including women from Black, Asian and other communities which experience racism  **This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010** | |