

JOB DESCRIPTION – CYP IPA (Ar Trac)

An exciting job opportunity at Cardiff Women’s Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women’s equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

We have a generous benefit package:

- Generous Annual Leave Package Totalling 36 Days (Inclusive of Bank Holidays)
- Pension
- Life Assurance
- Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work
- Flexi Working
- Paid Company Sick Pay & Emergency Dependent Leave
- Real Living Wage Employer
- Bike to work scheme, among other benefits.

Job Title:	CYP IPA (Maternity cover)
Salary:	£24,800 FTE
Hours:	Part time, 21 hours per week
Working pattern:	Between the hours of 9am to 7pm All staff must work flexibly on occasions to meet the needs of women and children
Contract Type:	Fixed term funding until March 2025 (extension subject to funding)
Location:	CWA Head office, Central Cardiff
Responsible to:	CWA CYP Team Manager & supported by Ar Trac Manager

Context of Job:

Ar Trac is an exciting new project for children and young people who have experienced or witnessed domestic abuse.

The project will deliver a tailored and individual pathway for children and young people that builds on their strengths.

Within each region 3 project workers will support and deliver the project in collaboration with other areas and with the support of a project manager, delivery team and young people.

The support offered, will include 1-2-1 support with an IPA (aged 5-16), 1-2-1 mentoring (aged 5 to 11), Group work addressing adolescent to parent violence (aged 11 to 16), Group work that supports the child-parent bond (aged 7 to 11), Gender specific group work that builds self-esteem, communication skills, and supports emotional regulation (age 11 to 16).

The project will work with academic partners to evaluate the project and with children and young people to develop and facilitate training resources to professionals.

Region	County	Delivery Partner
Gwent	Newport Blaenau Gwent	Cyffanol Women's Aid
Cardiff	Cardiff	Cardiff Women's Aid
Cwm Taff Morgannwg	RCT	Cardiff Women's Aid
West Glamorgan	Neath Port Talbot	Calan DVS
Powys	South Powys	Calan DVS
West Wales	Ceredigion North Pembrokeshire	West Wales Domestic Abuse Services
North Wales	Gwynedd Anglesey	Gorwel

Our mission

Is for women and their children to flourish in a life free of domestic abuse and sexual violence.

Activities

The Organisations above deliver a range of services within Wales that encompass prevention, awareness raising, safety, support and personal development opportunities for women, men and their children who have experienced domestic abuse and/or sexual violence. Please see each

Purpose of Job:	<p>organisation website for particular services.</p> <p>To provide specialist support to children and young people who are affected by Domestic Abuse and sexual violence and/or at risk of abusive relationships.</p> <p>Working within the Organisational and Supporting People Frameworks you will work towards enabling children and young people so that they are able to make positive changes to their lives in order to increase safety, well-being and to reduce the threats of homelessness.</p>
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Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.

This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.

Main Duties:

- To liaise with external agencies to identify children who may benefit from the project
- To engage with children, young people and their families, carry out initial assessments of risks, needs, strength, and collate relevant information from the child, parents, and other agencies where relevant.
- To develop a detailed support package for the child/young person, identifying goals, aspirations and needs.
- Facilitate group programmes, 1-2-1 mentoring and or support with children and young people between the ages of 5-16 who have experienced or witnessed domestic abuse as required.
- Work with families, children and young people in an empowering, solution focused and engaging manner.
- Support families in identifying and addressing issues relating to their children and support positive parenting, healthy relationships and welfare of children and young people.
- Develop local focus groups where children and young people can contribute to the development of the project.

- Work alongside young people in developing resources, group sessions and toolkits
- Co-facilitate training for professionals with young people
- Recruitment and management of volunteers and peer mentors, undertaking the relevant checks and training to enable them to carry out their role.
- Prioritising and managing caseloads in line with packages of support and support plans
- Ensure accurate and timely records are maintained in relation to all aspects of the service and case work, including inputting information into our Information Management System.
- Support, signpost and refer women and children to the services they may wish to engage with for example social services, the police, parenting, health, legal, DWP,

housing, homelessness, recreational, educational and cultural services and other internal services.

- To be fully aware of the child and adult safeguarding policy and procedures and report to line manager any concerns in this area.
- To advocate on behalf of children and young people and ensure that children feel safe, supported and listened to within our service and in dealings with other agencies
- To participate in meetings encourage women and children to participate in and give feedback on service provision.
- Assist in qualitative and quantitative data collation.
- Promote the service in the local area
- Provide line management to the volunteers working with children and young people including induction, supervision and annual appraisal.
- Recruit, support and mentor peer mentors
- Assist in identifying volunteer training and development needs.

General Responsibilities:

- To demonstrate and promote the organisation's ethos, vision and values.
- To represent the organisation at external meetings, public events, conferences and similar ensuring that the Organisation's reputation is protected and enhanced
- To actively work in partnership with other agencies and organisations to achieve better outcomes for women and children affected by Domestic Abuse.
- Participate in team meetings, supervision and appropriate training
- To work within the Organisations Policies and Procedures and Code of Conduct
- To Support families and children to participate and be involved in decision making and developmental processes and service delivery.
- Any other reasonable duties as required
- It may be necessary, following consultation, to amend the job description in light of experience and changing circumstances.

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.

Person specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and experience</u>		
Experience working with children who have experienced trauma	✓	
Proven experience of liaising with statutory and voluntary agencies.	✓	
Experience of engaging families in needs assessment, risk assessment and safety planning.	✓	
Experience of working with and developing support activities including group work with children and young people.	✓	
Experience of delivering educational interventions to groups of children and/or young people.	✓	
Experience of working in partnership with and developing relationships with other agencies.	✓	
Experience of using IT / computer based systems on a daily basis.	✓	
Ability to engage families in solution-focussed problem solving.	✓	
Significant experience of working with vulnerable children and/or young people who have experienced or witnessed domestic abuse.		✓
Sound knowledge and understanding of domestic abuse and its impact on children and young people.	✓	

Ability to work with women and children in crisis and in crisis situations	✓	
Understanding of child/young people protection issues	✓	
Knowledge and ability to work within the principles of facilitated self help	✓	
Ability to provide meaningful, practical and emotional support specifically to children and young people	✓	
Understanding of client confidentiality and how to maintain it	✓	
Good written and verbal communication skills	✓	
Ability to work effectively on own initiative and as part of a team	✓	
Good organisational skills, IT skills, and ability to prioritise own workload	✓	
Administrative and file management skills and ability.	✓	
Strong organisational skills and ability to prioritise own workload.	✓	
Comprehensive understanding of equal opportunities and anti-discriminatory practice	✓	
Knowledge of equality, diversity, inclusion and how to advocate for equity. Evidencing your ability to adapt your approach in order to meet the needs of all children.	✓	

Written and verbal communication skills in a second language		✓
Knowledge of legislation relating to Children Act 1989.		✓
Knowledge of relevant legislation concerning children and young people.		✓

Skills/ Qualifications/ Professional Membership

Minimum NVQ Level 3 or equivalent in a relevant field, i.e. youth and community work child or social care, health or education OR equivalent experience in a related discipline.	✓	
Qualification or training in child development.		✓
Qualification or training in domestic abuse.		✓

Personal Qualities

Able to demonstrate behaviours that accord with Cyfannol Women's Aid "Essential 6" Qualities Framework: <ol style="list-style-type: none"> 1. Empowering 2. Integrity 3. Self-Awareness 4. Collaborative 5. Resilient 6. Dedicated 	✓	
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<p>A current valid driving licence, access to a car and insurance covering business use. (On the understanding that if this is not available, the successful applicant must be able to attend appointments throughout Cardiff either by public transport or alternative method)</p>		✓
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