

JOB DESCRIPTION

Job title	Equality, Diversity and Inclusion Lead
Location	A Way Out
Hours	18.5 hours a week
Reports to	Service Manager (Criminal Justice)
Salary	£24,000 pro rata
Ethos of A Way Out	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families and young people. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly with grace and mercy at the core, which motivates us to “go the extra mile”.</p> <p>As an organisation based upon universal Christian values, believing in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties.</p>
Job Summary	<p>Women become involved in the Criminal Justice System for a complex range of reasons. In our gender specific services we provide holistic support <i>to women by women</i>, providing one-stop-shop models of interventions via Community Hubs to help women to overcome challenges and address needs, enabling them to successfully move-on from services and live fulfilling, crime free flourishing lives.</p> <p>We work closely with local community organisations to encourage people identifying as female involved in the Criminal Justice System including those who may be serving Community Sentences, serving a custodial sentence, being released from Prison and those subject to Multi-agency Public Protection Arrangements (MAPPA) to access existing resources as well as working to build new opportunities. We support individuals to build upon their strengths and work through any barriers that are preventing them from progressing and achieving their potential.</p> <p>To ensure that we are providing a service that is fully accessible, inclusive and responsive to the needs of the people using the service we are looking to recruit an experienced, responsive, positive and pro-active individual who can take the service forward with enthusiasm. The post-holder will lead on the co-ordination of the service offer of the programme to ensure the full inclusion and progression of participants with diverse needs, including but not limited to those with:</p> <ul style="list-style-type: none"> • disability • additional learning support • gender identity and gender expression • Cultural and religious • Cultural and religious <p>We are looking for experienced candidates who can use their initiative and creativity to work with people and organisations in an empowering way. As well as holding a small caseload, the post holder will be required to work effectively with staff across the service offer so that this delivers the desired outcomes in the most effective manner. The post-holder will also be required to provide support, advice and guidance to the programme management team to ensure that we remain up to date with legislation</p>

	<p>and best practice.</p> <p>A flexible approach must be adopted at all times and the ability to cover a range of tasks is essential.</p> <p>These roles are agile working which will include being office based, delivering within community venues and with the possibility of some home working, therefore you will need to be able to work effectively independently, and as a virtual team, under pressure to meet challenging deadlines.</p>
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Key responsibilities and duties

- Assist Participants in identifying their own needs and supporting them to overcome these using a strength based and trauma informed approach to reduce the likelihood of further offending.
- Provide flexible, pro-active outreach support to people who may be reluctant to engage with services or who need additional support to comply with Court/Prison Licence requirements, reducing the likelihood of breach or recall to custody.
- Accompany individuals to appointments in the community, acting as advocate as required.
- Involvement with enforcement when appropriate.
- Involvement with court attendance when required.
- Help to develop colleague's knowledge and understanding of the needs of women involved in the Criminal Justice system, particularly those with diverse needs, and how to work in a trauma-informed way.
- Map current service provision to participants from minority backgrounds and identify any gaps or areas for improvement.
- Support the Service Manager to establish the Diversity Advisory Group who will help steer the project.
- Monitor the diversity profile of participants to identify under-represented groups.
- Network with relevant groups, communities and organisations to develop the knowledge, partnerships and impact of the programme.
- Coordinate the service offer provided by the programme, local services, groups and organisations to ensure that the woman's journey is as seamless and effective as it can be.
- Support staff in developing their understanding of the minority groups and ability to work in a culturally sensitive way.
- Work with the communication team to develop, produce and distribute multilingual marketing material to promote the project.
- Keep up to date with latest guidance and legislation regarding involvement, engagement and co-production.
- Establish a programme of support for individuals from minority groups including online support groups, discussions, workshops, and peer-peer support.

- To support staff and women to be able to work effectively and in full compliance with audit and programme requirements.
- To support staff and service development to increase the retention and progression of participants from minority backgrounds.
- To contribute to the learning, evaluation and evidence base of the programme and plan for legacy work.
- Contribute to the quality assurance of the programme through the development of qualitative measures.
- Contribute to the development and implementation of A Way Out Equality and Diversity Plan.
- Empower people from minority backgrounds to become as Experts by Experience.
- Influence and represent A Way Out's message and hold a strong commitment to challenging discrimination and inequalities in communities.
- Be committed to putting external and internal stakeholders first, understanding their needs and expectations and achieving results
- Establish and maintain effective working relationships with colleagues and external agencies
- To work as part of a team and be able to work as an individual using your own initiative
- Work with colleagues to review and monitor participants progress against agreed support plans.
- Determine the nature and extent of treatment and support that is appropriate to develop social capital and rehabilitation for women.
- Establish community focus and development approaches to ensure that all individuals accessing the service have effective sustainable support networks in place.
- Identify and support access to community resources to support a successful exit from the programme.
- Build and develop women's personal strengths, social networks and capital.
- Identify and build support systems and structures that are responsive to the needs of individuals with different levels of risk, complexity, severity, and strengths.
- Keep accurate records, updated within specified deadlines, keep the National Probation Service informed of participant's attendance, and attend Court in the event of a contested Breach.
- To work to the performance standards provided and requested by A Way Out, Ministry of Justice and National Probation Service.
- To ensure all Key Performance Indicators are met, and strict deadlines are adhered to.
- Maintain in depth and up-to-date knowledge of all A Way Out practices and policies.
- Actively participate in one-to-one meetings and any required training and development activities.
- Actively participate in team and other required meetings.
- Comply with all legal and health and safety requirements, and uphold and maintain professional boundaries at all times.

- Ensure that risks associated with the delivery of services are effectively assessed and managed, specifically in relation to the protection and safeguarding of women, previous and current victims, staff, volunteers and the general public.
- Ensure that the set requirements for the protection and safeguarding of vulnerable adults and children and all statutory guidelines are followed.
- Undertake collection of any monitoring data/performance and maintain appropriate recording using the Ministry of Justice Case Administration system.
- All routine operational tasks, administrative systems and record keeping adhere to required standards.
- Undertake any other duties that may be seen to fall into the job responsibilities, and/or the exigencies of the organisation.

General terms of reference – In carrying out the above duties the post holder will

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies.
- Keep abreast of relevant developments, legislation changes and practices and share them with the team ensuring that organisational changes are aligned where appropriate.
- Undertake other duties appropriate to the grade of the post.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Data Protection, Professional Boundaries and Health and Safety Policies at all times.

Please note this post exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check.

This job description is not a definitive list of responsibilities but identifies key components of the role.