

SHPRESA PROGRAMME

WOMEN'S DEVELOPMENT WORKER JOB DESCRIPTION

Post: Women's Development Worker (Albanian speaking)

Hours: 2.5 days per week

Pay: S01 grade 31 (£24,108 pro rata)

Responsible to: Project Director

Purpose of Post

- 1. To support Albanian speaking women refugees, asylum seekers and migrants, helping them to access Shpresa's services and create a safe space for them to begin to address their previous and current experiences.**
 - 2. To work with existing women that use Shpresa's services to improve provision for Albanian women who have survived sexual violence, trauma and domestic violence and to carry out outreach to other women who do not necessarily attend Shpresa's services.**
 - 3. To provide English language classes for women in a safe space with appropriate support.**
 - 4. To develop support for women, seeking to enable them to volunteer, train, return to work or take up employment. This will include developing access to English Language classes, training, placement opportunities and advice regarding employment.**
 - 5. To work with women to plan a programme of activities to assist them in developing positive mental health and in accessing the English language training, volunteering and employment opportunities.**
 - 6. To support women including those with children to help improve their quality of life and enable them to better meet the needs of their children.**
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Main Duties

- 1. To work with Albanian women and others to identify their needs.**

2. In conjunction with the Project Director and DV worker at Solace to plan and deliver a programme of English language classes in various locations for Albanian speaking women.
3. To advertise and launch this service to meet the identified needs.
4. To work with other agencies that work with the Albanian community and Shpresa staff to identify women who could benefit from support.
5. To be responsible for booking speakers and facilitators, hiring rooms and all logistics of the English language classes, training programme, support and advice.
6. To visit women at home (where possible) and provide emotional support and practical assistance (with facilitating childcare and transport) to enable women to access English language classes, training, volunteering and employment opportunities and participate in community life in order to decrease their isolation.
7. To maintain records of attendance at all sessions.
8. To be responsible for the budget and ensure all activities are planned within budget.
9. To ensure adequate crèche provision for those attending sessions.
10. To work collaborative with the team to contribute towards cultural events which Shpresa organises to ensure women have the opportunity to participate in these events.
11. To work with other agencies and develop links with the range of services that the Albanian speaking women could benefit from and to encourage women to take up these services.
12. To recruit and support a small team of volunteers to help with delivering the project.
13. To ensure that the activities are run in accordance with the health and safety policies and procedures of the organization.
14. In conjunction with the Project Director to develop evaluation methods and undertake evaluation as planned.

Other Duties

15. To attend and participate in team meetings, supervision sessions and other meetings as required.
16. To work within the remit of the Project's confidentiality policy and to uphold the organisation's equal opportunity policy and other relevant policies.
17. To undertake any other duties that may be relevant to the post and required by the Project Director and/or Management Committee.

Person Specification

Qualifications

Applicants will have a Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL) or a Cambridge English Language Teaching Award (Celta).

Applicants are also expected to have, or be working towards a Preparing to Teach in the Lifelong Learning Sector (PTLLS) award or DTLLS.

Skills/Abilities

1. Ability to work on one's own and as part of a team
2. Ability to work with women including survivors of sexual violence, domestic violence, trafficking
3. Ability to provide culturally sensitive, respectful services
4. Ability to motivate self and others
5. Ability to plan, develop and implement projects
6. Ability to plan, develop and implement training programmes
7. Report writing skills
8. IT skills
9. Ability to plan and manage budgets

Knowledge

1. Knowledge of the health, social care and community support needs of isolated women from refugee communities and of survivors of domestic violence, sexual violence.
2. Knowledge of employment and training opportunities for members of refugee and minority ethnic communities.
3. Knowledge of the discrimination and social exclusion experienced by Albanian speaking refugees and asylum seekers and women survivors of violence.
4. Knowledge of systems and techniques for monitoring and evaluating based on an understanding of the importance of user feedback and user involvement.
5. Knowledge of Albanian culture and heritage, including Albanian language.