

## Role Description



<b>Job Title</b>	Women's Wellbeing Coach
<b>Service</b>	Women's Wellbeing Service
<b>Responsible to</b>	Operational Co-ordinator
<b>Reporting Roles</b>	Not applicable
<b>Purpose</b>	To deliver our holistic and trauma informed Women's services to individuals referred via the National Probation Service
<b>Base</b>	Martlesham Heath, Ipswich
<b>Starting Salary</b>	£24,323 pro rata
<b>Working Hours</b>	Part time – 15 hours per week

### Job Overview

You will be part of a multi-agency team, providing person-centred support focusing on holistically addressing a range of issues faced by service users referred by the National Probation Service. Interventions will focus on addressing the following:

- *Families and significant others*
- *Lifestyles and Associates*
- *Social Inclusion (including Meet at the Gate)*
- *Emotional Wellbeing*
- *Accommodation*
- *Finance, Benefit and Debt*
- *Dependency and Recovery*
- *Employment Training and Education*

### Responsibilities and Duties

- Provide person-centred support to a caseload of service users who will be female adults aged 18 years and above, serving community sentences or being released from prison.
- Complete Trauma Informed assessments and develop in collaboration with service user Action Plans which will result in timely and prescribed outcomes being achieved.
- Create a safe and trusting environment, using trauma informed practice to successfully facilitate a supportive and constructive relationship with service users.
- Deliver a range of interventions to service users which contribute towards achievement of prescribed outcomes including group work sessions where required.
- Work with service users flexibly, meeting and undertaking interventions in a range of prearranged locations across a wide geographical area.
- Develop and maintain positive working relationships with external agencies including Probation, Prisons, partners, and others who will assist in achieving prescribed outcomes for service users.
- Work towards contractual targets and outcomes within agreed timescales and in line with specified quality standards.
- Provide support and supervision of volunteer Peer Advisors
- Using agreed CRM and CAS databases, record all activity relating to caseload ensuring all information is recorded within agreed deadlines.
- Provide updates and reports where required using a range of formats.
- Positively represent the St Giles Wise and Anglia Care Trust partnership in all external meetings including conferences, seminars, and other events.
- Proactively adopt a learning approach to the role, improving skills and knowledge to

<p>continue providing a high-quality service for service users.</p> <ul style="list-style-type: none"> <li>• Support and supervise Volunteer Peer Advisers to provide additional support to service users.</li> </ul>
<p><b>Skills, qualifications, knowledge and understanding required</b></p> <p><b>Desired Qualifications</b></p> <ul style="list-style-type: none"> <li>• To have a relevant qualification to a good standard or be working towards one. (including any recognised qualification of 'A' Level standard or above in any aspect of social care, advice work, youth work etc.)</li> <li>• Independent Domestic Violence Adviser (IDVA) qualification or willingness to train to required level</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the requirements of managing a caseload including maintaining and updating records, remaining focused on action plan goals, and keeping to deadlines</li> <li>• An understanding and knowledge of the barriers faced by people with complex and multiple needs, protected characteristics, and disabilities as well as relevant specialist support services</li> <li>• Knowledge of relevant services for young adults in the local community and patterns of offending across the area.</li> <li>• Knowledge of and commitment to safeguarding practices and policies, and ability to promote safeguarding among vulnerable clients and colleagues.</li> </ul> <p><b>Additional requirements</b></p> <p>Must have a full, clean driving license and access to own transport.</p> <p>We positively encourage applications if you have previously worked on a client-led support project, have had personal adverse experiences such as homelessness, substance misuse, debt, involvement with gangs etc. This will include experience of the criminal justice system, having served a prison sentence. You will need to demonstrate how your lived experience supports your ability to carry out the role to the benefit of the clients we work with.</p> <p>Vetting process will be in accordance with Cabinet Office Baseline Personnel Security Standards (BPSS) and will include Enhanced DBS check.</p>