

Job Description

Job Title	VAWG Programme assistant (Spanish speaker)
Reports to	VAWG Manager
Hours per week	14 hours per week
Contract	31st March 2022 (fixed term with possibilities of extension)
Salary	£ 26,525.00 pro rata
Pension	Government Workplace NEST Pension Scheme

Job Purpose

The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs, and facing barriers to social protection.

LAWRS' Violence Against Women and Girls (VAWG) holistic specialist programme supports Latin American women affected by VAWG (e.g. domestic abuse, sexual violence, harmful practices, trafficking for sexual exploitation and other forms of gender-based violence) into safety and protection and in rebuilding their lives free from violence.

The purpose of this post is to provide clerical and administrative support to the successful delivery of the VAWG programme and its associated activities, including the coordination of internal and external surgeries and the fulfilment of monitoring and evaluation tasks.

Main accountabilities

1. To support the VAWG team with the delivery of its services and activities by:
 - Assisting the VAWG manager with the coordination of LAWRS' legal surgeries;
 - Supporting the VAWG manager with the setting up and coordination of outreach surgeries
 - Carrying out needs assessments, and referring and signposting women to relevant services.

- Providing logistic support for the ongoing group work, workshops and training activities.
2. To effectively carry out all relevant monitoring and evaluation tasks as delegated by your line manager, including:
 - Taking responsibility for the monitoring and evaluation of the outcomes of the work, using reliable tools and systems.
 - Supervising and/or implementing monitoring and evaluation activities as required.
 - Ensuring that user's data is kept confidential and complying with LAWRS' Data protection and Confidentiality policy.
 - Supporting the VAWG manager with the collation of data and production of reports on your work as required by funders and to provide information in support of fundraising at LAWRS.
 - Ensuring that service users are able to voice their opinions and feedback; and that their views are heard and inform LAWRS provision.
 3. To disseminate information about the Violence Against Women and Girls (VAWG) Advice service at LAWRS, by:
 - Welcoming service users approaching the service and providing them with information and guidance on how to access VAWG services at LAWRS and any other services available to them if relevant.
 - Answering telephone enquiries and calls making sure these are dealt with appropriately, including following any relevant internal procedures.
 - Contacting service users by phone/message or video call to inform them of LAWRS' events and activities.
 - Collaborating with the production of publicity and promotion materials as requested by your line manager.
 - Acting as an ambassador, upholding and maintaining the organisation's ethos, values, aims and objectives.
 4. Other accountabilities:
 - To participate in the process of planning and updating strategic and operational plans, as well as other organisational priorities.
 - To attend regular one to one sessions, service and staff meetings and any other relevant meetings as required.
 - To abide by LAWRS policies and procedures.
 - To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
 - To attend training, events, conferences, and other development opportunities in agreement with your line manager.
 - To carry out any other duties appropriate to the post as requested by your line manager in pursuance of LAWRS aims and objectives.

Other requirements or conditions of the role:

- You might be requested to participate in occasional organisational activities in the weekends and/or outside your working days/hours.
- This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

Person specification

Experience	Measured by
1. Experience of engaging and carrying out surveys and consultations with people with multiple and complex needs face to face and remotely.	Application Form Interview Exercise
2. Experience of developing and maintaining effective working relationships internally and with external agencies.	Application Form Interview
3. Experience of using databases and/or other monitoring and evaluation tools.	Application Form Interview
4. Demonstrable experience of using software packages (including Excel, Microsoft Word and PowerPoint) to manage data and produce documents and presentations.	Application Form Interview Exercise
Knowledge and Understanding	
5. Demonstrable knowledge of monitoring and evaluation tools and processes	Application Form Interview
6. Excellent understanding of the needs and issues facing Latin American women in the UK.	Application Form Interview
7. Good understanding of violence against women and girls (VAWG), including harmful practices.	Interview Exercise
8. A commitment to work within LAWRS values and ethos.	Interview
9. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work.	Interview
10. Excellent command of English and Spanish both orally and in writing (please provide examples).	Application Form Interview Exercise
Skills and Abilities	

11. Excellent communication and interpersonal skills, and an approachable, sensitive and non-judgemental manner	Interview Exercise
12. Good ICT skills, including the ability to be self-administering, making use of computerised systems and databases.	Application Form Interview
13. Ability to set priorities, work on own initiative and under supervision.	Interview
14. Discretion and respect for confidentiality	Interview
15. Strong team working skills and collaborative approach to learning both face to face and remotely.	Interview
16. Personal commitment to improving your own knowledge and skills and a passion for continuing learning and development.	Application form Interview
Desirable	
17. Previous experience working in the voluntary sector.	Application Form
18. Ability to speak Brazilian Portuguese.	Application Form

Last updated: August 2020