



## Job Description

<b>Job Title</b>	<b>Violence Against Women and Girls (VAWG) Caseworker (Portuguese Speaker)</b>
<b>Reports to</b>	Violence Against Women and Girls (VAWG) Manager
<b>Hours per week</b>	Part time - 4 days (28 hours) per week
<b>Location</b>	Hybrid work - at least 1 day per week from the LAWRS' offices in London (Old Street)
<b>Contract</b>	Fixed term (with possibility of extension)
<b>Salary</b>	£30,075 per annum pro rata
<b>Pension</b>	Government Workplace NEST Pension Scheme
<b>Responsible for</b>	Possibly 1 volunteer

### **Job Purpose**

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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 post holder will be responsible for providing high quality and proactive specialist VAWG advice, appropriate support and advocacy for Latin American women and girls 16+ affected by VAWG, including harmful practices, ensuring that LAWRS service and quality standards, as well as legal requirements are fulfilled.

### **Main accountabilities**

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1. To support Latin American women victims/survivors of VAWG and their dependents by:
  - Providing effective and high-quality advice that enables VAWG service users to



access information about their options and how to exercise their rights, following recognised good practice and explaining the effectiveness of criminal and civil sanctions available to them.

- Providing practical and ongoing support, both face to face using Information Technology (IT) resources, and crisis management to women affected by domestic abuse and/or gender-based violence with a comprehensive and holistic approach.
  - Carrying out risk assessments, ensuring effective internal and external referrals pathways (including MARAC), and safety planning.
  - Ensuring that “hard to reach” women can access LAWRS VAWG services and helping them and their dependents to live lives free from abuse and violence.
  - Making and following up on internal and/or external referrals and signposting whenever relevant and according to adequate referral pathways and in response to Latin American women’s needs.
  - Liaising with social services and other statutory and voluntary services when required ensuring that users’ needs are comprehensively addressed.
2. To deliver against individual and VAWG team targets set in accordance to contract requirements and as instructed by the VAWG Manager, evidencing:
- The timely maintenance and update of accurate digital and paper records of all cases, and up to date monitoring and evaluation databases in order to track the progress of the different projects in due time.
  - The implementation of delivery plans to meet targets within deadlines as instructed by the VAWG Manager.
  - The completion of reports and case studies as requested by your line manager and in compliance with relevant quality marks and/or funder requirements, ensuring reporting deadlines provided are met.
  - The adherence to LAWRS standards, policies and procedures, and compliance with accreditations and regulatory bodies.
3. To disseminate information about the Violence Against Women and Girls (VAWG) 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.
  - Explaining the VAWG Advice process at LAWRS to service users.
  - Collaborating with the production of publicity and promotion materials as requested by your line manager.
4. To actively participate in the process of planning and updating strategic and operational plans, by:
- Collaborating with the senior management team and policy and communications coordinators in LAWRS policy work, research and media enquiries as required.
  - Assisting in the regular review, development and updating of LAWRS policies and procedures, business, operation and team’s plans.
  - Ensuring service user views are heard and inform the VAWG service provision.



5. To represent LAWRS in external communications, meetings, and events, by:
  - Building effective relationships with relevant agencies to ensure referral pathways for service users.
  - Networking and participating in VAWG Forums, VAWG related working groups and initiatives, Multi-Agency Risk Assessment Conferences, and other relevant meetings as requested by your line manager.
  - Acting as an ambassador, upholding and maintaining the organisation's ethos, values, aims and objectives.
  - Promoting the LAWRS VAWG service and the organisation to other agencies and potential service users as required.
  
6. To maintain up to date knowledge of the legal, practical, and social factors involved in addressing VAWG by:
  - Attending training, events, conferences, and other development opportunities in agreement with your line manager and in accordance with LAWRS Staff Training and Development Policy and Procedure.
  - Sharing relevant information within and beyond the team as relevant.
  - Attending monthly clinical supervision and/or as requested by your line manager.

#### **Other accountabilities**

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- To attend LAWRS Annual General Meeting and any other relevant organisational activities as required.
- 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 carry out any other duties appropriate to the post as requested by your line manager in pursuance of LAWRS aims and objectives.

#### **Other requirement or conditions of the role**

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- This post is subject to an enhanced DBS (Disclosure Barring Service) check.
- 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

<b>Education and Qualifications</b>	<b>Measured by</b>
1. Domestic abuse related training/qualification or equivalent	Application form
<b>Experience</b>	<b>Measured by</b>
2. Demonstrable experience supporting and advocating for women affected by VAWG in an advisory capacity.	Application form Interview Exercise
3. Demonstrable experience conducting risk assessments and safety planning.	Application form Interview Exercise
4. Experience providing advice on housing and welfare matters related to VAWG.	Application form Interview Exercise
5. Experience of working within safeguarding guidelines to protect and promote the wellbeing of vulnerable adults and children.	Application form Interview Exercise
6. Experience in designing, running and/or delivering VAWG related talks, workshops and/or group sessions to women affected by VAWG.	Application form Interview
7. Experience developing and maintaining effective working relationships with external agencies.	Application form Interview
<b>Knowledge and Understanding</b>	
8. An in-depth knowledge and understanding of the practical, emotional, social and economic issues facing those affected by VAWG, their effects and impact on women and a trauma informed practice.	Application form Interview Exercise
9. Excellent understanding of harmful practices and of trafficking and prostitution/sex work from a women's rights perspective.	Application form Interview Exercise
10. A thorough understanding of the needs and issues facing Latin American women in the United Kingdom.	Interview Exercise
11. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work.	Interview Exercise
12. Knowledge of the civil and criminal justice remedies relating to VAWG.	Application form Exercise



13. Excellent command of English and Portuguese both orally and in writing, including quality written work for casework records and support letters writing.	Application form Interview Exercise
14. Familiarity with monitoring and outcome evaluation tools and processes.	Application form Interview
<b>Skills and Abilities</b>	
15. Survivor-led, strength-based and trauma-informed advice, advocacy and casework skills.	Application form Interview Exercise
16. Excellent communication and interpersonal skills, and an approachable, sensitive and non-judgmental manner.	Interview Exercise
17. Good ICT skills and making use of computerised systems and databases.	Application form Interview
18. Ability to be self-administering, set priorities, work on own initiative, under supervision and as part of a team.	Application form Interview
<b>Desirable</b>	
19. Previous experience working in the voluntary sector in the UK.	Application form
20. Ability to speak a third language - Spanish	Application form

**Last updated:** February 2024