**JOB PROFILE**

|  |  |
| --- | --- |
| **POST:** | Navigator (Labyrinth Project) |
| **SALARY:** | £28,190 per annum |
| **HOURS:** | 35 per week |
| **LINE MANAGER** | Director of Operations |
| **RESPONSIBLE FOR:** | No direct reports |
| **DURATION:** | 18 months from start date |
| **LOCATION:** | Pankhurst Centre, M13 9WP |

This post has been assessed and confirmed as open to women only under the Equality Act 2010, schedule 9, part 1

**JOB PURPOSE:**

This role is part of an exciting new national project led by Solace Women’s Aid (Solace). The Labyrinth Project aims to join up women’s centred outcomes across women’s centres, children’s centres and older women’s spaces, providing holistic support to women to untangle the complexities within their lives. The Project will also set up grants schemes and Centre of Excellence to build capacity, supporting sustainability of the women’s sector for the future.

Reporting to the Project Manager and working closely with the Navigators across England, Scotland and Northern Ireland to develop the new Labyrinth Project and support women to navigate through complex issues heightened by COVID-19.

**MAIN DUTIES AND RESPONSIBILITIES:**

**The Role**

1. To support the development of capacity of professionals, community groups and women themselves to respond to women’s needs across unemployment, legal issues, debt and other financial problems.
2. To map current services and women’s journeys-mapping gaps and good practice.
3. To develop local pilots in conjunction with local services, providing support and capacity to local women’s groups
4. To coordinate the delivery of training and workshops in local areas
5. To provide opportunities to support and encourage independence and enable women to rebuild their lives and move forward towards financial independence.

**Accountabilities**

To work with local partners to ensure successful delivery of the Labyrinth Project across England, Scotland and Northern Ireland

* To work with local partners to ensure successful delivery of the Labyrinth Project across England, Scotland and Northern Ireland.
* To act as first point of contact for local partners and support them to deliver a high quality service.
* To build strong partnership relationships across women’s spaces in local areas, including women’s centres, children’s centres and older women’s spaces.
* To provide capacity building support to women’s groups and organisations in local areas
* To provide timely and effective communication to key stakeholders.
* To ensure learning from the Project is shared.
* To co-ordinate and lead regular meetings for partners, and frontline staff.
* To work with the grants officer to ensure that local projects are run successfully
* To act as an ambassador for the Partnership
* To ensure local area learning feeds into the Centre of Excellence
* To be proactive and passionate about supporting women

**Values, Behaviours & Competencies**

* **Committed** to the purpose of Solace, ensuring that the service user is at the heart of service delivery and development
* **Feminist** in understanding ‘Violence against Women and Girls’
* Committed to fostering **innovation** and **continuous improvement** in working practice
* **Flexible** and open to new challenges, ideas and experiences, and able to be self-reflective
* Committed to understanding **diversity** and ensuring **anti-discriminatory** practice is applied in all forms of our work
* **Non-judgemental** with a commitment to self-care within the team
* Collaborative, building relationships with internal and external partners

**GENERAL:**

1. To follow confidentiality procedures as required by PTMWA and statutory legislation
2. To identify own training and development needs and participate in all training courses relevant to PTMWA’s commitment to providing high quality services
3. To work at all times with due regard to all the policies and procedures of PTMWA, both operational and non-operational, and participate in their development and amendment where required
4. To support awareness raising and fundraising efforts by contributing to, and participating in, publicity fairs and other events that promote and enable sustainability of PTMWA’s services
5. To be mobile and work across all areas of the city as required
6. Identify own training and development needs and participate in all training courses relevant to Pankhurst Trust commitment to providing high quality services
7. Work at all times with due regard to policies and procedures of Pankhurst Trust, including financial regulations, participating in their development and amendment where required
8. Willingness to work outside normal working hours including evenings and weekends to participate in promotional, fundraising and income generating events, activities and other duties as may be reasonably required by the organisation.

**OTHER:**

* This post is subject to an enhanced DBS check which will be carried out immediately on completion of a job offer being made and again every 3 years. Failure to engage in the completion of the relevant DBS application may result in the job offer being withdrawn.
* This job description attempts to cover the main duties of the post but is not intended to provide an exhaustive list of tasks. The post holder is therefore expected to undertake any other reasonable duties within the scope of the role as specified by their line manager.

**Organisational values**

Our staff, service users and volunteers have contributed to, and developed, a set of values that reflect who we are, what we do and why we do it. We are proud to state we are:

**Generous:** sharing our skills, creating energetic positive links, and thriving together

**Affirming:** supporting and inspiring, paying attention to discover what matters

**Courageous:** challenging inequality, stepping forward and making change

**Rooted:** secure and participating in our communities, nurturing a sense of belonging

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL/**  **DESIRABLE** | **ASSESSED** |
| **EDUCATION/QUALIFICATION** | | |
| Educated to degree level | **E** | Application Form |
| Qualification or extensive experience of project management, including project planning, monitoring and reporting. | **E** | Application Form and interview |
| **EXPERIENCE KNOWLEDGE AND SKILLS** | | |
| Experience of developing and delivering a wide range of projects | **E** | Application Form and interview |
| Experience and commitment to working within and coordinating partnerships | **E** | Application Form and interview |
| Experience of developing effective relationships with a range of stakeholders | **E** | Application Form/  Interview |
| Demonstrable experience of setting up and monitoring systems and working within organisational procedures | **E** | Application Form/  Interview |
| Essential sound knowledge of safeguarding for adults and children | **E** | Application Form/  Interview |
| An understanding of the impact of trauma on women | **E** | Application Form/  Interview |
| Experience of building and maintain partnerships with other agencies | **E** | Application Form/  Interview |
| Ability to be skilled in planning and organisation; have the ability to manage competing tasks, work under pressure and have confidence in decision making when working alone. | **E** | Application Form/  Interview |
| Ability to critically reflect on own practice and performance and make use of clinical supervision | **E** | Application Form/  Interview |
| Ability to manage own caseload, working under pressure and prioritising workload | **E** | Application Form/  Interview |
| Excellent IT and written and verbal communication skills | **E** | Application Form/  Interview |
| Experience for working and verbal communication skills | **E** | Application form and interview |
| Experience of working within a multiagency framework | **E** | Application form and interview |
| Experience of working with women affected by multiple disadvantage; homelessness, unemployment, substance use, mental health issues and insecure immigration status. | **E** | Application form and interview |
| **OTHER** | | |
| Understanding of, and commitment to equal opportunities and anti-discriminatory practice | **E** | Application Form/  Interview |
| Willingness to undertake training and a commitment to continuous personal development | **E** | Application Form |
| Willingness to work flexibly and able to travel to different sites and venues | **E** | Application Form |

**Post Holder Signature:   
Date:**

**Line Manager Signature:  
Date:**