

6th February 2024

Women's Aid Recruitment Pack

High Risk Support
Project
Southern Region
Project Leader

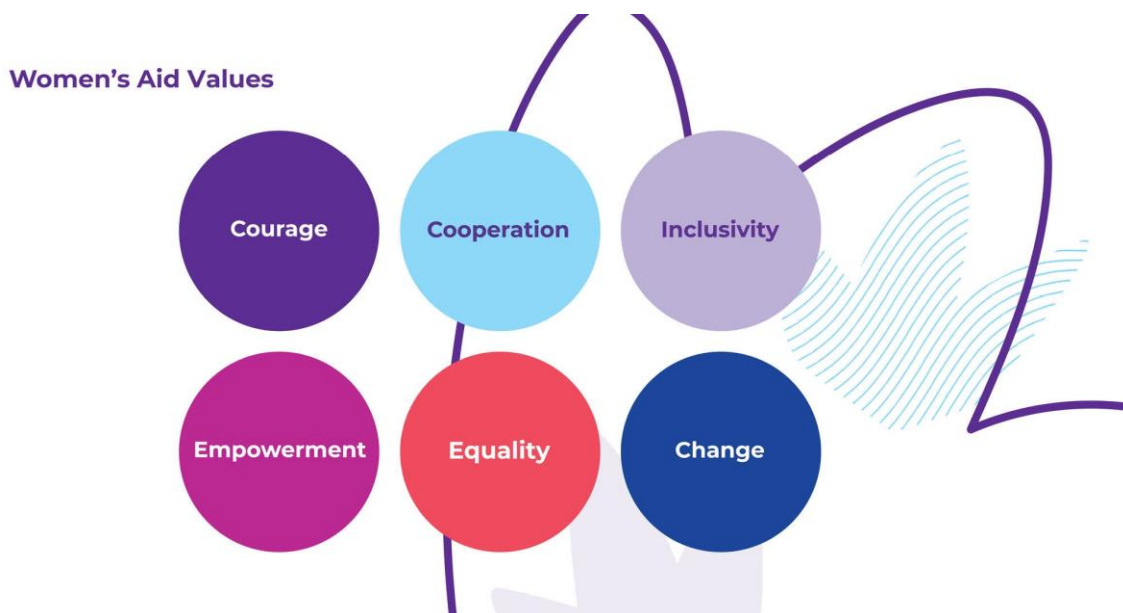
Women's  Aid

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About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

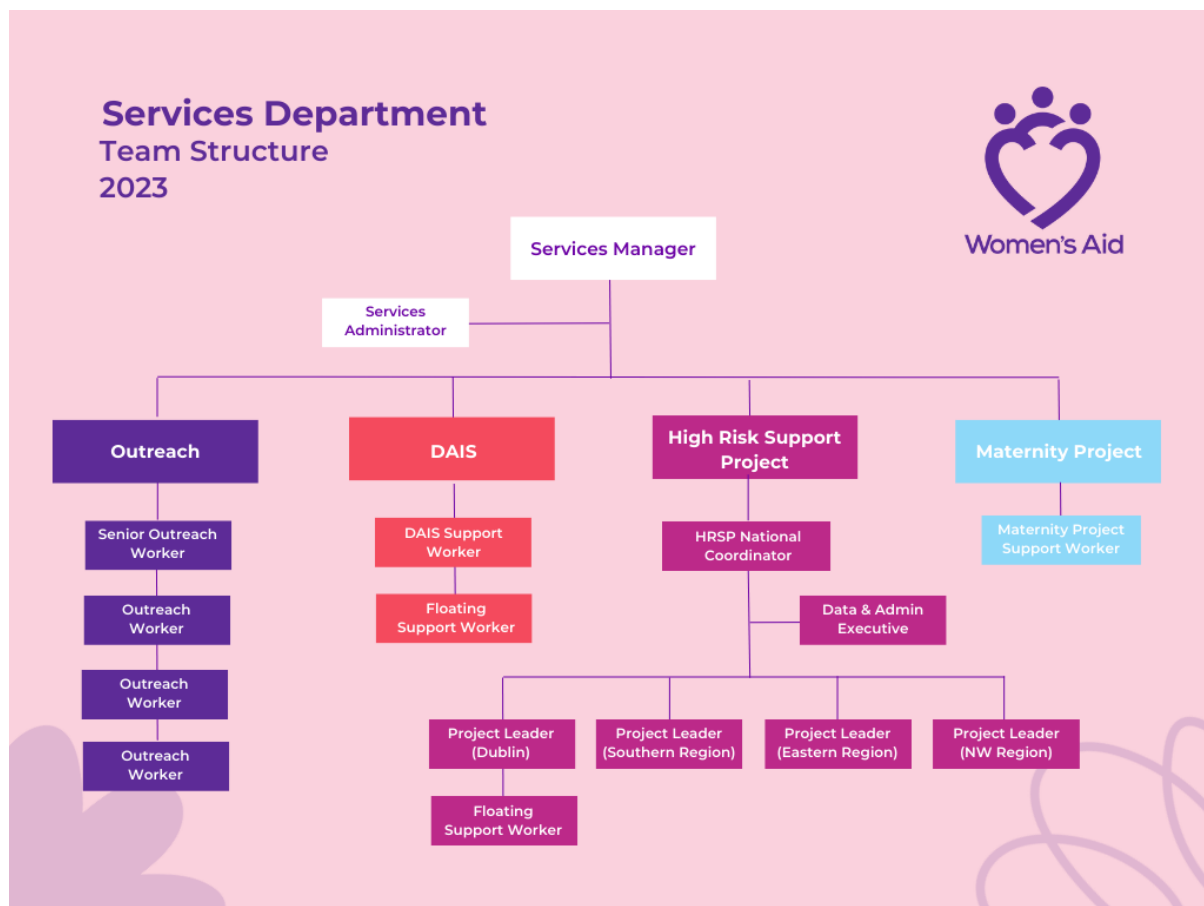


Our vision is an equal Ireland with zero tolerance of all forms of violence against women, including domestic abuse. For more information read our [Women's Aid Statement of Strategy 2022-2024](#).

About the Services Department

The Services Department offers face-to-face supports to women subjected to domestic violence and abuse, through our one-to-one casework support, the Domestic Abuse Information and Support Service in Dolphin House, The Maternity Project Outreach Service and the High Risk Support Project.

Services Department Structure



Benefits of Working with Women's Aid

- **Annual Leave:** Annual leave entitlement is 25 days per annum pro rata.
- **Privilege Days:** Good Friday and Christmas Eve.
- **Pension:** Women's Aid operates a contributory pension scheme, which all employees may join after 6 months in the organisation.
- **Maternity Leave:** Women's Aid will pay full salary (less Social Welfare benefits) for the period of the 26 weeks paid leave (subject to 1+ year service).

- **Parent's Leave:** 7 weeks' leave topped up to full salary during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family for eligible employees.
- **Employee Assistance Programme:** Women's Aid provides an extensive employee assistance programme operated by Peninsula.
- **VHI:** Women's Aid operates a group VHI scheme, which you may join.
- **Death in Service Benefit:** Available for all employees to the value of 2 years' salary.
- **Health Services Staffs Credit Union:** Employees of Women's Aid may join the Health Services Staffs Credit Union.
- **Trade Union Membership:** The staff of Women's Aid has an option of joining the recognised representative Trade Union Forসা.
- **Training Allowance:** Annual allowance for staff members to undertake training to enhance skills and expertise (subject to budget availability).
- **Travel Supports:** Bike-to-work schemes and tax saver commuter tickets.
- **Equality and Diversity:** Women's Aid is committed to the promotion of equal opportunities and cultural diversity.

About the High Risk Support Project

The High Risk Support Project (HRSP) provides a multi-agency response to women at high risk of ongoing abuse and homicide from their ex-partners. This unique and innovative project is embedded in Women's Aid One to One Support Services. The HRSP has developed, since its initiation in 2013, to operate in 2024 across the Greater Dublin area (Dublin Metropolitan Region, D.M.R.), and the ten counties of the Eastern Region, with well-established practices and procedures among key partners.

Women's Aid partners with An Garda Síochána, Vodafone Foundation, and local domestic abuse services to deliver a coordinated rapid response system for women and families.

The High Risk Support Project supports and empowers women to feel safer and to begin rebuilding their lives free of constant fear. Referrals of appropriate candidates for

participation in the HRSP are received from the Gardaí or other domestic abuse services with whom Women's Aid has an established Memorandum of Understanding for this purpose.

Women's Aid is generously funded by the Department of Justice to Co-ordinate this unique project.

About the Role

Title: High Risk Support Project Southern Region Project Leader

- **Reference:** WA-HRSP-STH-PL24
- **Reports to:** High Risk Support Project National Coordinator
- **Contract:** Two years (24 months) which may be extended subject to project review and available funding.
- **Hours:** 35 hours per week, excluding lunch breaks, during core office hours.
- **Location:** Place of work will primarily be based from home, subject to necessary connectivity, however there will be a requirement to attend the Women's Aid headquarters at 5 Wilton Place, Dublin 2 for a minimum of two days per month during the initial induction period and one day per month after this. The role will require regular travel throughout the Southern Region which includes counties: Cork, Kerry, Limerick, Clare and Tipperary.
- **Salary:** Women's Aid H.R.S.P. Project Leader Band: €34,891- €56,300, offer dependent on relevant skills and experience and in line with the Women's Aid Remuneration Policy.

Primary Purpose of the Role:

The Southern Region Project Leader will have responsibility for delivering and overseeing the High Risk Support Project in the Southern Region, (which includes counties, Cork, Kerry, Limerick, Tipperary and Clare), developing and maintaining strong partnerships with domestic abuse services and the Gardaí, and ongoing contact with service users from

referral to case closure. The H.R.S.P Southern Region Project Leader will not replace a woman's designated Outreach Support Worker; the project will complement existing support work provided in order to enhance her safety.

Key Responsibilities

- To develop and sustain positive partnerships with domestic violence and abuse services and designated Gardai in the Southern Region.
- To establish and clear systems for communications to be consistently maintained with and by all key partners.
- To assist the HRSP National Coordinator in agreeing Memorandums of Understanding with local domestic violence services, as appropriate.
- To deliver training as required to key personnel within partner domestic violence organisations to ensure understanding of referral criterion, ongoing contact requirements with women and data sharing procedures between all project partners.
- To receive and process all referrals from domestic violence services in the region with whom we have established a MOU; assessing suitability based on project criteria; carrying out risk assessment meetings and liaising with relevant Garda personnel, to ensure the timely and efficient access to the project.
- To liaise with partner agencies on all technical issues as they arise.
- To sustain positive collaborative relationships with designated Gardai in the Eastern Region, including through regular Operational Meetings and participation in training delivery.
- To ensure adherence to protocols for risk assessment, data collection, information sharing, clearance and liaison with Gardai and domestic violence services.
- To sustain relationships with partner domestic violence services, including the convening of quarterly meetings and ongoing communication regarding relevant updates for current service users.

- To manage the confidential storage and distribution of all project materials.
- To input all client related data on the E-Safe Database, ensuring adherence to all data collection and entry policies and procedures.
- To maintain ongoing contact with service users and their primary domestic violence support service, from point of referral and risk assessment through to case closure.
- To clearly articulate and communicate the policies and procedures of the High Risk Support Project, how the project integrates into women's safety plans, as well as service user criteria and responsibilities to both service users and domestic violence support services.
- To collate, prepare and provide regular and accurate quarterly, six monthly and yearly reports and statistics on service activity and impact, including seeking and reporting on service user feedback, and identifying new project trends that may emerge.
- To assist the HRSP National Coordinator to sustain positive relationships with project funders and supporters.
- To attend regular support and supervision meetings with the HRSP National Co-ordinator (minimum in person requirement at Women's Aid head office for some meetings).
- To attend and actively participate in Services monthly team meetings, quarterly organizational meetings, and High Risk Support Project meetings including with partner organisations.
- To support a shared annual leave cover roster in co-operation with other HRSP Regional Project leaders to ensure continuity of cover throughout the country at all times (note: this may be cover provided remotely).
- To ensure GDPR and Child Protection Protocols are maintained at all times.
- To provide information and feedback on the presenting needs of service users, to the wider organization.
- To promote the overall aims and values of Women's Aid at all times.

- To perform other duties as appropriate to the post, as may be assigned from time to time.
- Working as part of a small dynamic team a degree of flexibility will be required.

Person Specification

The ideal candidate will have:

Essential

- Minimum of 2 years' direct experience of working with women experiencing domestic abuse.
- A gendered analysis of domestic violence and abuse.
- Knowledge and understanding of the barriers women who have experienced abuse face on their journey for help seeking with statutory agencies.
- A full clean drivers license, and access to own vehicle during core office hours.
- Consistent and high quality broadband and internet access to facilitate remote working is essential to fulfill this role.
- Comfort and experience of working both collaboratively as part of a diverse team, and also autonomously and on own initiative.
- Experience and ability to work collaboratively and sustain strong partnerships with statutory and non-statutory agencies including leading on stakeholder meetings.
- Excellent organizational and time management skills including meeting required deadlines and in the context of a busy, demanding role.
- Strong administrative skills for data collection and safe maintenance of records and experience in using client record management databases.
- Strong communication and report writing skills.
- Ability to actively manage own self-care in a stressful and demanding work environment.

- Flexibility and willingness to work additional hours and travel to other regions when requested and required.

Desirable

- Experience of completing domestic abuse risk assessments with women.
- Experience in advocacy work with statutory agencies on behalf of women.
- Experience of using databases, particularly Salesforce or similar Client Management Systems.
- Understanding of complex needs for survivors of DSGBV trauma.

How to Apply

Application Form: Application forms, clearly referenced **WA-HRSP-STH-PL24** in the subject line, should be sent by email only to laurie.dool@womensaid.ie

CVs will not be considered.

Closing date: 5 p.m. Monday, 4th March 2024

Interview schedule: It is anticipated that first round interviews will be held during the week beginning **11th March 2024**.

The successful candidate is expected to start in post in May 2024.