



## Projects Manager – Specialist VAWG services

### JOB DESCRIPTION

#### JOB DETAILS:

<b>Job Title:</b>	<b>Project Manager - VAWG Services</b>
<b>Duration:</b>	<b>Fixed contract – 12 months</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Location:</b>	<b>Caxton House – Archway</b>
<b>Report to:</b>	<b>Director</b>
<b>Salary:</b>	<b>34K per annum</b>
<b>Holidays:</b>	<b>25 days + Public Holidays</b>

#### Job purpose:

We are seeking a passionate individual to manage the efficient delivery of KMEWO's specialist VAWG services, ensuring they meet the needs of Kurdish, Middle Eastern and North African women, and they are compliant with the service specification as well as the charity's policies and procedures.

#### Main duties:

##### **Managing VAWG service's team:**

- To lead KMEWO's VAWG service team and to effectively develop, plan and manage the services.
- To lead on staff's needs and participation in consultations, research, data gathering, assessments, and other work aiming to improve VAWG services for black and minoritised women both nationally and locally.
- To maintain the existing relations, and build new ones with multiple London borough VAWG coordinators and strategic leads.
- Regularly supervise, appraise, and support the development of staff and volunteers involved in delivering VAWG services
- To represent KMEWO in a range of partnerships that KMEWO is involved in.
- To support KMEWO's directors to represent and raise the voice of survivors and their needs through data analysis and user involvement methods aiming at making positive policy changes to legislation, policy, and practices.
- To co-facilitate KMEWO's training for professionals, staff and volunteers to raise awareness about harmful practices and to improve practice and service delivery to survivors.

- To ensure all written correspondences of VAWG team including emails, case notes, record keeping, and other documentation required present a high quality standard.
- Produce publicity and marketing material for KMEWO's specialist VAWG service promotion using multiple digital platforms, including website, social media, paper booklets etc.
- To ensure that the service is delivered within safeguarding requirements and in line with organisational, local, and legal policy and procedures.
- To support KMEWO's directors in developing appropriate partnerships, collaborations, and communications enabling KMEWO's VAWG services and its holistic approach to be regarded as a specialist lead on harmful practices.
- To be the Safeguarding Lead for the Service.

### **Self-care and Wellbeing**

- To attend regular supervision
- To ensure that staff team attends regular supervision.
- To lead and manage VAWG staff wellbeing activities.

### **Monitoring & Evaluation of multiple VAWG service projects**

- To write comprehensive reports that may include data, narratives, and case studies to meet the needs required by funders, commissioners, KMEWO and others.
- To oversee the VAWG team's management of the Lamplight database in line with Imkaan and other quality standards undertaking quarterly audits.
- To ensure staff appropriately represents women and it advocates on their behalf when dealing with external agencies such as the Housing Department, Police, DSS, Solicitors, Social Services, Health Professionals, and all other relevant agencies.
- To document monitoring data and ensure that it is provided in the agreed and acceptable formats for monitoring.
- To contribute to strategic development of VAWG service and assist with fundraising for the service, identifying funding sources and helping development manager with direct applications.

### **General duties:**

- Along with VAWG team, to always work for KMEWO's benefit avoiding any action that may cause disruption to KMEWO and/or its activities.
- To undertake other duties relevant to the position of VAWG service manager as required by the director.
- To commit to CPD and engage in improving performance management through training and development.
- To promote KMEWO aims, values, and influence as a member of the senior management the team through evidence-based solutions aiming at improving the lives of vulnerable women experiencing VAWG and harmful practices.
- To participate in regular supervision, induction, training, and team meetings.

**Person specification:**

**To be successful in this role, the following are essential requirements:**

- A minimum of two years' experience in managing projects, services and teams.
- Proven ability to motivate and manage a quality service focused on achieving defined outcomes.
- Experience of working with women or community groups with complex needs, including experience in supporting vulnerable adults who might have experienced migration, trauma, and gender discrimination
- Demonstrable expertise in management skills in any areas of services, operations, HR, office or teams. Experience in managing provisions of support services and interventions for vulnerable adults is highly desirable.
- Have strong networking skills and proven ability to build positive working relationships with internal and external stakeholders.
- Experience in monitoring and evaluation, writing reports and data analysing skills.
- Experience in facilitating team meetings, workshops and /or training sessions.

**Any additional factors**

- Have a positive, solution-focused attitude to complex situations
- Have patience and calm manner when dealing with people
- Willingness to continue further training and personal development

*KMEWO is actively committed to equal opportunities and the promotion of diversity and inclusion, in all our services and workplaces.*

**Due to the KMEWO's commitment to the principles of as "led by and for" service provision, the candidate's gender is an occupational requirement in accordance with Paragraph 1, Schedule 9, of the Equality Act 2010.**