Recruitment Pack

**Community Partner**

**Full-time (37 hours)**

April 2024

**Advert:**

**Who we are**

**One Small Thing** was founded in 2014 by prison philanthropist Lady Edwina Grosvenor, in response to the unacceptable levels of suicide, self-harm and violence within women’s prisons in England, with the aim of achieving wholesale system change across the justice system, one small thing at a time.

Our name reflects the value of those small things – empathy, compassion, respect – and their combined power to make a big difference to the individual - and to society as a whole.

**Hope Street** is an exciting, brand-new, purpose-built residential community-based service, designed in collaboration with women, for justice-involved women and their children in Hampshire. Trauma-informed by design, it will offer a safe and supportive environment where women and their children can access education, practical and therapeutic support and activities that build confidence, self-esteem and skills, and provide the opportunity to build a fulfilling and happy life and play a meaningful role within society.

# **About the role**

As a **Community Partner,** you will be part of a brand-new team setting out to deliver this innovative and exciting residential service for women and their children from Hampshire. You will be a case-holder for our residents, ensuring that the women we are supporting have a personal programme in place that details all their support needs in terms of their skills development, health and wellbeing, and in relation to their Community Order.

You will provide support to the women to manage any potential risks that they are exposed to and provide the one-to-one support they need in relation to any other aspect of their lives that they need help with. You will collaborate with the wider team to ensure that you are always up-to-date on the women’s needs and progress, to ensure a consistent approach and network of support for each woman and child at Hope Street.

**Applications:**

The closing date for applying is midnight on **Monday 29th April 2024**. Please make sure we receive your CV and Personal Statement by this time and date.

**In-person interviews** will be held in week commencing **6th May 2024** at Hope Street in Southampton. We will pay standard class travel expenses if candidates are travelling from outside of Southampton.

We reserve the right to close this advert early if we receive a high volume of applications.

Dear Applicant,

Thank you for your interest in working for One Small Thing. In this pack you will find:

* **Job description**
* **Person Specification**
* **Guidance Notes**

Please ensure you read these before completing your CV and Personal Statement.

Go to our website [www.onesmallthing.org.uk/work-with-us](http://www.onesmallthing.org.uk/work-with-us) for the Equity and Diversity Form and the job advert.

**One Small Thing** was founded in 2014 by prison philanthropist Lady Edwina Grosvenor, in response to the unacceptable levels of suicide, self-harm and violence within women’s prisons in England, with the aim of achieving wholesale system change across the justice system, one small thing at a time.

Our vision is a justice system that recognises, understands, and responds to trauma.

Our mission is to redesign the justice system for women and their children by:

* **Redesign** the way the justice system responds to women and their children in a way that can be replicated and scaled nationally.
* **Educate** people within the justice system on the impact of trauma and draw on our knowledge and expertise to help build capacity within organisations.
* **Influence** politicians and policy makers to encourage culture change across the justice system and the people who work within it.

Our name reflects the value of those small things – empathy, compassion, respect – and their combined power to make a big difference to the individual - and to society as a whole. I hope that you will be inspired to apply to join us and wish you all the best with your application.

The closing date for applying is midnight on **Thursday 11th April 2024**. Please make sure we receive your CV and Personal Statement by this time and date.

**In-person interviews** will be held on **Friday 19th April 2024** at Hope Street in Southampton. We will pay standard class travel expenses if candidates are travelling from outside of Southampton.



Claire Hubberstey, Chief Executive, One Small Thing

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| ROLE | **Community Partner**  |
| **HOURS OF WORK** | Covering shifts between the times of 07:30 and 21:00, across 7 days – working 1 weekend on, 1 weekend off |
| **SALARY** | £26,000 - £28,000 FTE per annum |
| **REPORTING TO** | Hub Team Leader |
| **LOCATION** | Hope Street, The Avenue, Southampton |

**About One Small Thing**

One Small Thing is striving for positive change across the justice system by implementing small things in a big way.

We provide gender responsive, trauma-informed programmes within the prison and community sectors that consider the individual caught in a cycle of crime and incarceration, with the aim of humanising their experiences. We want to shift the voice of blame and judgement and the *‘what’s wrong with them?’* line of questioning to a kinder, respectful and healing approach that asks, *‘What has happened to them?’*

One Small Thing's commitment to systemic change for women and their children in the justice system, has inspired us to build **Hope Street.**

**About Hope Street**

**Hope Street** is an exciting, brand-new, purpose-built residential community-based service, designed in collaboration with women, for justice-involved women and their children in Hampshire. Trauma-informed by design it will offer a safe and supportive environment where women and their children can access education, practical and therapeutic support and activities that build confidence, self-esteem and skills and provide the opportunity to build a fulfilling and happy life and play a meaningful role within society.

Hope Street uses the ‘nine pathways of need’ identified in the Corston Report to inform our overarching model of delivery:

**Accommodation • Education, Training & Employment • Finance Benefits & Debt • Relationship, Children & Family • Substance Use • Attitude, Thinking & Behaviour • Mental & Physical Health • Abuse, Sexual Abuse & Domestic Abuse • Exploitation and Selling Sex**

**Our Values**

Hope Street is built on five core values of trauma-informed care that underpin the way we work.

* **Safety**
* **Trustworthiness**
* **Choice**
* **Collaboration**
* **Empowerment**

**About the Role**

As a **Community Partner,** you will be part of a brand-new team setting out to deliver this innovative and exciting residential service for women and their children from Hampshire. You will be a case-holder for our residents, ensuring that the women we are supporting have a personal programme in place that details all their support needs in terms of their skills development, health and wellbeing, and in relation to their Community Order.

You will provide support to the women to manage any potential risks that they are exposed to and provide the one-to-one support they need in relation to any other aspect of their lives that they need help with. You will collaborate with the wider team to ensure that you are always up-to-date on the women’s needs and progress, to ensure a consistent approach and network of support for each woman and child at Hope Street.

**Key Responsibilities**

* Provide emotional support to women by listening to their concerns and worries, reassuring them, providing them with advice and guidance, acting as a role model to help them to develop resilience to factors and influences that have a negative impact on their wellbeing.
* Support women to develop a daily routine that meets their emotional and physical needs, helps them fulfil their Community Order conditions and helps them to achieve the personal aims identified in their personal development programme.
* Work with colleagues to plan and deliver a therapeutic programme of support and help women to participate in a meaningful way, joining in with them where necessary to build their confidence.
* Maintain all case management notes and records accurately using the Case Management System.
* Support women to attend appointments and meetings with other professionals involved, such as Probation or Social Care, and act as an advocate for her where appropriate.
* Be alert and responsive to behaviour, new information or other changes which could indicate an escalation of risk of serious harm and respond appropriately to challenging behaviour (including unacceptable behaviour) to de-escalate tension and potential harm.
* Provide support that helps women to manage strong feelings and keep themselves and others safe.
* Where appropriate, deliver group-based workshops and programmes to empower women to move forward with their lives and to challenge the stigma associated with women affected by the Justice System.
* Help women to complete applications for relevant benefits and attend appointments where necessary.
* Help women to budget and manage their money.
* Respond immediately to any safeguarding through the appropriate channels.
* Communicate with colleagues to ensure that information relating to the personal safety and wellbeing of the women is shared so that as a team you can provide ongoing support or intervention.
* Participate in team meetings, reflective practice sessions and other team building events.
* Be responsible for your own personal learning/development and keep up to date on research, relevant legislation, policy and practice, and other literature
* Support the rest of the team in ‘turning around’ residents’ accommodation i.e., cleaning, clearing and resetting bed linen etc.
* Support the residents to keep the hub and community clean and tidy, role modelling and providing advice and guidance on key life skills such as cleaning.
* Participate in regular handover meetings to ensure that any concerns identified during the day are passed to the night team so that any actions or support required is implemented.

**PERSON SPECIFICATION**

A - Application (used for shortlisting); I – Interview

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| **Essential Experience** |
| Working with women who have experienced trauma and who present with multi-layered needs, including mental health issues and problematic substance use. | **A/I** |
| Responding to challenging situations and emergencies in a residential setting and ability to de-escalate tension and enable women to manage strong feelings in a safe manner. | **A/I** |
| Implementing adult and child safeguarding and protection processes. | **A/I** |
| Developing and implementing programmes of activities and education. | **A/I** |
| Conducting needs and risk assessments and of risk management; being alert and responsive to behaviour, information or other changes which could indicate a change in risk of serious harm. | **I** |
| Partnership working with other agencies involved in providing support services for people with complex needs.  | **A/I** |
| Setting and maintaining professional boundaries with service users whilst delivering an excellent standard of service.  | **I** |
| Lone working in the community and how to work safely and risk assess each situation that you encounter to ensure that it is safe for you to respond. | **A/I** |
| Using Case Management Systems for data and outcome recording. | **A/I** |
| Providing gender specific and trauma responsive services. | **I** |
| **Knowledge/Skills** |
| Knowledge of therapeutic interventions and programmes and how different styles of therapy work for different people to ensure that women are signposted to the most appropriate support for their specific needs. | **A/I** |
| Ability to advocate for people facing multiple disadvantage and discrimination.  | **A/I** |
| Knowledge of local authority safeguarding processes for adults and children with vulnerabilities. | **I** |
| Ability to cope in stressful situations with minimal supervision. | **I** |
| Ability to manage a varied workload and prioritise activities and responses in order of importance. | **I** |
| Understanding of trauma and its long-term effects on a person’s behaviours, self-esteem, confidence, and ability to trust others. | **A/I** |
| Knowledge and understanding of the Data Protection Act 2018 and the General Data Protection Regulations 2018 to ensure the appropriate management of personal and sensitive personal data. | **A/I** |
| Knowledge and understanding of the Health and Safety at Work Act 1974 to ensure that health and safety management within the Hub and the residential accommodation complies with all relevant legislation. | **A/I** |

**Competencies**

* **Communication:** Ability to communicate with people from different backgrounds.
* **Attention to detail:** Attention to detail and an accurate approach to work.
* **Proactive:** Self-motivated and self-directed, able to work independently with a positive approach to problem-solving.
* **Collaboration:** Ability to develop and maintain working relationships with colleagues.
* **Judgment**: Ability to exercise sound judgment and respond to a range of situations using a kind, respectful and compassionate approach.

**Your Values**

* Awareness of trauma and how this can impact on a person’s self-esteem, confidence, and ability to trust others.
* You do not judge people, you are kind and empathetic, and understand the importance of enabling people to make their own choices.
* Desire to create positive change and a commitment to providing a fair and compassionate environment that celebrates and promotes equality and diversity.

**Other Information**

We are strongly committed to ensuring equity and inclusion to ensure the voices of our users and beneficiaries are represented across our organisation to impact on our strategic aims, vision and mission.

We particularly welcome applications from people with disabilities, people who are racially minoritised and people from different socio-economic and educational backgrounds. We would also like to encourage applications from those who may have had similar experiences to the women and children we support at Hope Street including those with previous convictions.

As part of the recruitment, we processa vetting and barring check will be carried out for those successful at interview, but this does not necessarily exclude applicants with convictions.

**This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.**

Your main place of work will be 30-32 The Avenue, Southampton.

**Safer Recruitment**: Safe recruitment is central to the safeguarding of adults, children, and young people at risk. One Small Thing is committed to the safeguarding of every woman and child who is part of the Hope Street community and expects all employees to share this commitment.

**Guidance Notes for Applicants**

## Guidance Notes

These notes are intended help you complete your CV and Personal Statement to ensure that our recruitment panel has the appropriate information to assess each candidate fully and fairly. Your application will be dealt with in strict confidence.

**Your application will consist of your:**

* CV
* Personal Statement

## CV

* Please include to the nearest month and year, the previous jobs you have held as well as any voluntary or unpaid work. These details should be included, particularly where the experience has helped you develop knowledge, skills and abilities asked for on the Person Specification.
* Please also include any relevant full-time or part-time training or study that you have undertaken.

## Personal Statement

 **Your Personal Statement can be done in one of four different ways, either:**

* + One side of A4
	+ PowerPoint - No more than 5 slides
	+ Audio - No more than 5 mins
	+ Video - No more than 5 mins
* Decisions will be made on the basis of how far applicants meet the requirements listed in the **Person Specification**. In your Personal Statement, please ensure you address all of the requirements in the **Person Specification** as those will be used for shortlisting purposes.
* Ideally, take each point in the Person Specification one by one and give clear and concise information that demonstrates your experience, knowledge, and skills for each of the points. **Make sure you give specific examples**. This means telling us what *you* did in your job rather than what the team did; and giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

## Equity and diversity monitoring information

* Please go to our website [www.onesmallthing.org.uk/work-with-us](http://www.onesmallthing.org.uk/work-with-us) for the Equity and Diversity Form. The information you provide is for monitoring purposes only, will be treated in the strictest confidence and will not be used in any part of the recruitment or decision-making process.
* Please complete and return the Equity and Diversity Form with your CV and Personal Statement.
* On receipt, the Equity and Diversity Form will be saved separately to your CV and Personal Statement and be used for monitoring purposes only. It will not be seen by the panel who are shortlisting or interviewing.

## Your Application

* Please send your **CV, Personal Statement,** and **Equity and Diversity Form** to recruitment@onesmallthing.org.uk . If sending the application by post, please mark ‘Confidential’ to: Recruitment, One Small Thing, C/O The Foundry, 17 Oval Way, London. SE11 5RR.
* Return before the closing date and time. Late applications will not be considered.
* We will only contact those applicants who have been shortlisted for interview. If you have not been contacted by the interview date, then you have not been shortlisted.
* A further confidential **Personal information and Reference Details form** will be sent to candidates who are shortlisted for interview, asking for information such as contact details, references and giving information on our DBS process (a DBS is required for all One Small Thing staff).

## How your information will be used

The information provided by you will be stored either on paper records and/or electronically in accordance with current GDPR regulations and will be processed solely in connection with recruitment.

If you require further information prior to application, please email recruitment@onesmallthing.org.uk