

PLACEMENT OPPORTUNITIES

Person Specification		
The person appointed must fulfill the following requirements or have the potential to do so quickly through available training		
REQUIREMENTS	ESSENTIALS	HOW IDENTIFIED
1. PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Good attendance 	Application Form, Interview and reference check
2. EDUCATION/ QUALIFICATIONS GENERAL INTELLIGENCE	<ul style="list-style-type: none"> • Good General Education • Willingness to undertake induction and other relevant training 	Application Form, Interview and Copy Certificates
3. PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • No previous experience necessary 	Application Form, Interview and reference check
4. SKILLS, KNOWLEDGE, ABILITIES	<ul style="list-style-type: none"> • Listening skills, empathy, non-judgmental • Good level of spoken English • Understanding of domestic violence and the issues involved • Good understanding of confidentiality • Ability to work in a team 	Application Form, Interview and reference check
5. ATTITUDE, APTITUDES, PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to BAWSO aims and values of support and empowerment • Commitment to equal opportunities and anti-discriminatory practice • Commitment to Health and Safety regulations • Flexible and adaptable to change • Motivated and well organized • Good interpersonal skills • Discreet 	Interview and reference check

1. SERVICE DELIVERY

Role: BEFRIENDERS

Floating support project:

- Accompany workers on housing support visits to service users in their homes
- Befriending - accompany women on appointments to doctors, hospital, court, to school to collect/drop off their children, shopping, show them around area
- Team meeting minutes taking
- Assist with various administrative tasks – photocopying, filing, shredding etc.

Refuge/Safe Houses:

- Assist Refuge staff to prepare rooms for women coming to the refuge
- Accompany childcare workers and children staying in the refuges on outings to play sessions and participate in play activities
- Befriending - accompany women on appointments to doctors, hospital, court, to school to collect/drop off their children, shopping, social events, trips, show them around area
- Counselling
- Sort out the refuge donations (cloths, toys etc.)
- Assist with various administrative tasks – photocopying, filing, shredding etc.

Outreach Project:

- Accompany workers on domestic violence support visits to service users in their homes
- Befriending - accompany people on appointments to doctors, hospital, court, to school to collect/drop off their children, shopping, social events, trips, show them around area
- Assist with setting up and organising of a support group for outreach service users
- Database development and input (Excel)

24 hour Helpline assistants

- To offer telephone counseling/advice to service users accessing the on-call service
- to give information and assistance to BME people making decisions about their difficult life situations
- to keep accurate records of calls received
- to attend on-call training
- to liaise with service delivery projects on referrals from on-call
- to maintain confidentiality in all matters relating to the organization
- to attend meetings with other 24 hour help line assistants and paid staff as regards to the 24 hour Help Line service provision)

2. CORPORATE SERVICES

Administration & Finance

- Assist with various office tasks including: typing, photocopying, shredding, stationery, filing, collating packs to be sent out to members etc.

Reception

- Reception cover – answering telephone, receiving visitors, taking messages and other

All Wales Projects

Volunteering project

- Assistance with events organising - induction (sending out invitation letters, request for references etc.)
- Accompany the project manager to events and assist on BAWSO stalls
- Volunteer mentoring (sharing volunteering experience)
- Designing BAWSO Volunteers' newsletter
- Assistance with project administration – filing, collating packs to be sent to potential volunteers

Research and Information project

- Assist with organising focus groups (sending out invitation letters etc.)
- Assist with gathering information about violence against women from the internet, public sector official documents on domestic abuse etc.

Education and Raising Awareness Project

- Accompany the project manager to events and assist on BAWSO stalls
- Assistance with project administration if required

Language Support project

- Accompany the project manager to events and assist on BAWSO stalls
- Assistance with project administration – filing, collating packs to be sent to potential mentors
- Assistance with events organising - induction (sending out invitation letters, request for references etc.)

Personal Development project

- Teaching Assistant in classrooms, one to one teaching in service users' home
- To teach English to BAWSO's Service Users by using the ESOL material and the "Life in the United Kingdom" book
- To prepare session plans with clearly identified aims and objectives
- To identify individual learning needs for each student and give them material to work and improve their language skills at home
- To regularly assess the students
- To plan some learning activities for the students based on the subjects that have been taught, such as outings and visits to museums, castles, etc. in order to assimilate students into British society
- To keep updated files of each student, where individual progress can be shown
- To ensure accurate daily records of attendance are kept