



## JOB DESCRIPTION

**JOB TITLE:** Young Women's Voice and Influence/ Leadership worker

37 hours . funded till May 2030 through The National Lottery Reaching Communities Fund ( 6 months probationary period)

**POST TO WHICH DIRECTLY RESPONSIBLE:** **CEO**

### **JOB PURPOSE:**

The main role of this post is to Lead on work with young women re Voice and Influence and Leadership Opportunities. The post is based at "The Hills", our new young women's space on Roundhay Road, Harehills.

### **Job Role / Responsibilities**

1. To work in partnership with organisations/ community projects within Harehills.
2. To contact girls and young women to enable them to access Voice and Influence/ Leadership opportunities within Getaway Girls
3. To plan, facilitate and evaluate Vocal Girls Voice and Influence group for girls and young women aged 15-18
4. To plan, facilitate and evaluate Leadership programmes for young women aged 15-18
5. To support young women to lead on social action, research, resource production, campaigns locally, city wide and nationally.
6. To work with young women and communities to plan events including International Women's Day and Day of the Girl

7. To create opportunities for young women to be mentored by "Big Sisters" who are Inspirational women volunteers
8. To attend regular supervision, team meetings and training
9. To maintain appropriate records on our OASIS system, evaluate work with young women and carry out the administration necessary to support the work
10. To undertake any other duties as required by Getaway Girl

**PAY SCALE: £27,612 pro rata**

**QUALIFICATION**

Experience of Leading Voice and Influence work with young women.

**ORGANISATIONAL REQUIREMENTS :**

- Ability to work regular evenings and some weekends.
- Commitment to attend team meetings and team development days.
- To contribute to the daily smooth running of the organisation.
- To work within Getaway Girls values
- To abide by the rules & regulations in the staff handbook.
- To take responsibility for Health & Safety and risk assessments.

**PERSON SPECIFICATION**

**JOB TITLE:** Young Women's Voice and Influence/ Leadership worker

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'essential requirements' indicate the minimum requirements and applicants lacking these attributes will not be

considered for the post. The points detailed under 'desirable requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

SKILLS	essential	desirable	MOA
Ability to work with young women from a diverse range of backgrounds and needs	✓		AI
Ability to develop rapport with young women	✓		AI
Ability to contact young women through outreach	✓		AI
Can lead group Voice and Influence initiatives using a range of approaches	✓		AI
Ability to organise projects, prioritise work and meet deadlines.	✓		AI
Ability to plan, facilitate and evaluate leadership programmes			
Ability to work in partnership, on own initiative and within a team	✓		AI
Ability to empower young women to participate within Voice and Influence opportunities	✓		A

KNOWLEDGE OF/ QUALIFICATIONS	essential	desirable	MOA
Relevant qualification		✓	AC
Knowledge of barriers and inequalities young women face.	✓		AI
Understanding of the ethos of young women centred work	✓		AI
Understanding empowering approaches for Voice and Influence			
Knowledge of issues affecting girls and young women	✓		AI
Knowledge of various IT packages.		✓	A

Knowledge and understanding of confidentiality, equity and diversity and safeguarding	✓		AI
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EXPERIENCE	essential	desirable	MOA
Lead worker with experience of leading voice and influence/ leadership opportunities	✓		AI
Supporting young women from a diverse range of backgrounds and needs. Especially young women from black and global majority communities	✓		AI
Outreach with young women	✓		A
Working in partnership	✓		AI
Working or living in Harehills		✓	AI

PERSONAL CHARACTERISTICS	essential	desirable	MOA
Commitment to the development of positive experiences for young women using young women centred approach	✓		AI
A desire to learn from own and others experience	✓		AI
Commitment to working within Getaway Girls values and policies	✓		AI
Willing to work regular evenings and some weekends	✓		AI
Enthusiastic and Motivated	✓		AI

<p>METHOD OF ASSESMENT</p> <p>A = Application form</p> <p>I = Interview</p> <p>C = Certificate</p>
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