

Person Specification

Job Title	Umbrella Service Tenant Support officer
NJC Salary scale	Scale point 18 , Salary £27,344
Location	Preston Road Women's Centre
Weekly Hours	37

An Equal Opportunity Employer

Winner, The Preston Road Women's Centre Ltd, positively welcomes applications from all sectors of the community. This post is open to women-only and is exempt under the Equality Act 2010 Section 19.

Attributes:	Essential	Additional/Useful	How identified
Skills and knowledge	<p>Enhanced skills in working in a person centred way with vulnerable clients, in particular women escaping violent relationships or experiencing other crisis in their lives</p> <p>In depth understanding of women's issues</p> <p>Indepth knowledge of Child protection issues</p> <p>Ability to work within a feminist framework for practice in relation to Domestic Abuse</p> <p>Administration skills</p> <p>Excellent time management skills</p> <p>Excellent communication skills</p> <p>Report writing skills</p>	Knowledge of the Duluth power and control wheel	Application form Interview
Qualifications:		Housing related qualification	Application form Interview
Training:	Up to date Child Protection training		Application form

	<p>IT Skills MS office products , including excel spreadsheets Use of case management databases</p>		
Experience:	<p>Relevant experience in women's work or community work, including assessment of need, support planning, review and monitoring outcomes</p> <p>Two years' experience of working with service users in person centred trauma informed ways</p> <p>Experience of working with groups and delivering training</p> <p>Supporting women living in or escaping violent relationships</p> <p>Experience of working with vulnerable client groups to enable them to maintain tenancies</p> <p>Experience of interagency working</p> <p>Experience of writing reports</p> <p>Experience of working with and dealing with the public</p>	Working in women-only organisations	Application form Interview
Personal Qualities:	<p>Action orientated</p> <p>Achieves through co-operation</p> <p>Communicates shared values and organisational objectives</p> <p>Engenders active participation</p>		Interview Application form
Other requirements:	Ability to prioritise and manage own workload appropriately		Interview

	Ability to work effectively within a team		
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