

## Person Specification

<b>Job Title</b>	<b>Umbrella Service Tenant Support officer</b>
<b>NJC Salary scale</b>	<b>Scale point 18</b>
<b>Location</b>	<b>Preston Road Women's Centre</b>
<b>Weekly Hours</b>	<b>30</b>

### *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.

<b>Attributes:</b>	<b>Essential</b>	<b>Additional/Useful</b>	<b>How identified</b>
Skills and knowledge	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  In depth understanding of women's issues  Indepth knowledge of Child protection issues  Ability to work within a feminist framework for practice in relation to Domestic Abuse  Administration skills  Excellent time management skills  Excellent communication skills  Report writing skills	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 IT Skills MS office products , including excel spreadsheets Use of case management databases		Application form
Experience:	Relevant experience in women's work or community work, including assessment of need, support planning, review and monitoring outcomes  Two years' experience of working with service users in person centred trauma informed ways	Working in women-only organisations	Application form Interview

	<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>		
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:	<p>Ability to prioritise and manage own workload appropriately</p> <p>Ability to work effectively within a team</p>		Interview