



LATIN AMERICAN WOMEN'S AID - LAWA PLACEMENT DESCRIPTION

Position	VAWG Support Worker Intern – Portuguese speaker
Line Manager	VAWG Advice Centre Senior Coordinator
Benefits	38 days holidays (pro rata) that includes 25 annual leave, your birthday, bank holidays, and the time between Christmas and New Year's. Availability of flexible working hours upon agreement
Salary	£25,325 equivalent of a full-time job of 35 hours 6 months fixed-term contract
Time dedication	21 hours/week
Location	LAWA's Main Office in Hackney, London

About LAWA

LAWA is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1988.

We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and in Europe, and we run a VAWG Advice Centre to provide support and advocacy for Black and Ethnic Minoritised¹ survivors.

We offer community wellbeing services such as Counselling, the Change Maker and Chavitas Change Maker programs -spaces for Latin American women and girls to share their experiences as migrants-, and the Growing Together project -an initiative to reduce isolation/risk of being isolated among elderly Latin American women-, and we do advocacy on the housing issue for BME VAWG survivors.

Job Purpose

This is an exciting opportunity to gain hands-on experience and develop skills and provide a high-quality frontline service for Latin American and other Black and Minoritised survivors experiencing various forms of VAWG (Violence Against Women and Girls). As an intern, you will assist with tasks and provide support to women at the Advice Centre, while learning from experienced colleagues and line manager.

Main Duties and Responsibilities

- Identifying and assessing the risks and needs of Latin American and other Black and Minoritised women VAWG survivors with an evidence-based risk identification checklist.
- Support caseworkers in helping BME women VAWG survivors access services to ensure their and their children's safety.

- Participate in individual safety planning and personal support sessions, providing assistance where appropriate.
- Help with administrative tasks related to advocating for victims with agencies that can help address VAWG.
- Assist in managing case files and documentation, ensuring each service user's information is up-to-date and organised.
- Support the empowerment of service users by providing information and resources about VAWG.
- Navigate through multi-agency partnership and participate in meetings where appropriate.
- Provide general support during weekly drop-in sessions for Latin American and other Black and Minoritised women.
- Ensure adherence to Data Protection legislation, confidentiality and best practices in accordance with LAWA's policies, with guidance from experienced staff.
- Demonstrate respect for and appreciation of the diversity within the community served by the organisation, ensuring the services provided are accessible to all.
- Stay up-to-date and fully compliant with all of LAWA's organisational procedures, policies, and professional code of conduct, while upholding the highest standards of best practice, with regular training and support.

Group work

- Attend staff and team meetings.
- Sharing office duties such as answering the telephone and manage referrals.
- Independently manage your workload, which may include tasks such as typing, photocopying, and other related responsibilities.

Administrative systems & Reporting

- Staying updated on changes in welfare legislation, homelessness, and immigration laws.
- Maintain accurate and confidential case management records and databases while also contributing to the monitoring of information for the service.
- Use organisational software, appropriate drivers, and platforms for administrative and work-related processes.

Learning and capacity building

- Participate in the induction program provided to new staff.
- Attend trainings and other relevant learning opportunities within the organisation, and actively share and lead capacity-building opportunities for peers, line managers, volunteers, etc., arising from these trainings.

Other duties

- To attend any meetings or training either internal or external as requested by the line manager.
- To attend supervision and appraisal meetings with the Line manager.

- Any reasonable duties, which may be required in pursuance of LAWA's objectives and the role.

Flexibility Clause: From time to time, the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties, which are not significantly out with the scope and the nature of the role.

Person specification

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
Understanding of Violence Against Women and Girls (VAWG) and its complex dynamics as well as the practical, emotional and economic issues, which women who are experiencing it face.	Desirable
Experience and knowledge of issues facing Latin American and other BME women experiencing VAWG.	Desirable
Experience of providing women with emotional support.	Desirable
Ability to empathise with service users while consistently maintaining clear professional boundaries.	Essential
Ability to fluently communicate with service users and external agencies in English (verbal and written form).	Essential
Brazilian Portuguese as mother tongue	Essential
Ability to work independently and show initiative daily.	Essential
Ability to work under pressure and in a dynamic environment.	Essential
Solid knowledge of computer software, including Microsoft Word, Excel and Outlook.	Essential
Willingness to continue training and personal development.	Essential

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWA, the organisation considers the candidate's race and gender, to be an occupational requirement in accordance with Parag. 1, Schedule 9, of the Equality Act 2010.

This post is open only to Latin American and other Black and Ethnic Minoritised Women. We encourage applications from Black Latin American women as well as LGBTQ+ women.

This role is not eligible for visa sponsorship. No agencies.

To apply please send your CV and a cover letter to recruitment@lawadv.org.uk. In the email subject, please indicate the post you are applying to. Deadline: **20th September 2024** – We reserve the right to close earlier if the right candidate is appointed.