**Job Description**

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| **Job title** |  **Project CARA Freelance Worker**  |
| **Accountable to** | Project CARA: Head of Service, Service Manager and Project Support Worker |
| **Hours** | Variable and as per Service Level Agreements |
| **Salary** | £20 per hour for Workshop/Telephone Intervention Session delivery£12.50 per hour for induction, training and review meetings |
| **Location** | Locations across Nottingham City and Nottinghamshire (to be confirmed) |

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| Organisational Vision: |
| Our goal is for everyone to have equal, healthy relationships free from domestic abuse, sexual violence and gender inequality. |

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| **Purpose of the job:** |
| Support Project CARA (Cautioning against Adult Relationship Abuse) by delivering domestic abuse awareness raising workshops to participants referred by Nottinghamshire Police. Group workshops to be delivered face to face on a Saturday or via telephone intervention sessions to individuals as required.  |

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| **Duties and key tasks:** |
|  | Actively participate in CARA Core Training, prior to delivery of any CARA sessions, and any ongoing training and development as required |
|  | Actively participate in Equation’s induction programme and attend Equation’s foundation training courses: Understanding & Responding to Domestic Violence and AbuseChallenging Domestic Violence: Working with Perpetrators of DVA |
|  | Deliver domestic abuse awareness raising workshops with a co-facilitator to groups of approximately ten participants. |
|  | Deliver domestic abuse awareness raising sessions to individuals via telephone as required |
|  | Use motivational interviewing techniques and ensure adherence to the CARA manual or any additional guidance when delivering workshops/telephone intervention sessions. |
|  | Ensure safeguarding and risk management is considered at all times when delivering workshops/telephone intervention sessions. |
|  | Ensure sessions are recorded, where required, for monitoring purposes. |
|  | Ensure CARA attendance registers are correctly completed and submitted securely to CARA Project Support Worker |
|  | Ensure session planning, de-brief and evaluation is undertaken and recorded. |
|  | Ensure all resources needed for the effective delivery of the sessions are available, including refreshments, stationery and printed worksheets.  |
|  | Undertake practice supervision for the purposes of facilitator development and to ensure programme integrity when delivering the sessions. |
|  | Work closely and collaboratively with Equation, responding to communications in a timely manner. |
|  | Liaise with external agencies as and when required. |
|  | Represent Equation and help maintain our professional reputation.  |

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| **Core responsibilities:** |
| **Health and Safety** |
|  | Demonstrate safety leadership in line with Equation’s H&S policies and procedures. |
|  | Take part in safety training and risk assessments  |
|  | Use work equipment, personal protective equipment, substances and safety devices correctly |
| **Information Governance** |
|  | Adhere to Equation’s GDPR Policies and Procedures and any control related responsibility for data entered, stored, or reported via company systems within employee’s control. |
|  | Treat any personal, private or sensitive information about individual organisations, clients or staff confidentially.  |
| **Impact and Participation** |
|  | Work collaboratively with others to support the mission, ethos and values of Equation in all aspects of our work, including decision making and supervision |

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| **The post holder must be committed to:** |
|  | Equation’s core values of compassion, positivity, rigour, passion and collaboration |
|  | Increasing personal awareness in relation to diversity and equalities and incorporating this awareness into service provision |
|  | Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs |
|  | Developing an understanding of how domestic and sexual violence and abuse is interwoven within all social, cultural and religious communities |
|  | Increasing and promoting equality and fairness for women and girls |
|  | Offer a reasonable amount of time to deliver Project CARA group workshops on a Saturday and telephone intervention sessions to individual participants as required |

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| **Further Information**  |
|  **Financial:*** This role is offered on a self-employed basis (further information can be found at <https://www.gov.uk/working-for-yourself/overview> )
* Project CARA work will be agreed subject to the requirements of the service and depending on the availability of the post holder.
* Equation will not fund travelling expenses
* Payment is made within 30 days of submission of an invoice
* As a self-employed worker, the Freelancer will be solely responsible for ensuring that accurate invoices are supplied within one month, records maintained, and any tax returns are submitted by them.
* The Freelancer is responsible for their own Tax and National Insurance and other liabilities. The Freelancer will indemnify Equation against all liability for the same and any costs, claims or expenses including interest and penalties.
* The Freelancer is responsible for their own business and any other insurances as applicable for self-employed work.
* All post-holders must provide regular enhanced certification with the Disclosure and Barring Service. Equation will process applications as necessary, but any fees due will be the sole responsibility of the post-holder.

**Support and Development:**   * You will be invited to attend Project CARA Service Review Meetings for support, feedback and development.
* You will work closely with the Project CARA Service Manager and Project Support Worker who will provide you with any support and guidance as may be required.
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**Person Specification**

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| **Experience**  |
| Experience of working with domestic abuse perpetrators/offenders and/or victims | Essential |
| Experience of group work | Essential |
| Experience of facilitating domestic abuse perpetrator/offender group work | Desirable |
| **Skills and Abilities**  |
| Well-developed communication skills.  | Essential |
| Good administrative and organisational skills | Essential |
| Good planning and time management skills | Essential |
| Group facilitation skills | Essential |
| Ability to self-evaluate, reflect and improve practice with service-users and learn from constructive feedback | Essential |
| **Knowledge** |
| Theoretical and practical knowledge of domestic abuse issues and research | Desirable |
| A comprehensive understanding of domestic abuse and the short and long-term impacts on victims and their children | Essential |
| Understanding and awareness of motivational interviewing techniques | Desirable |
| Risk Assessment and Management | Desirable |
| Understanding of Safeguarding the Welfare of Children/Vulnerable Adults Protocols | Essential |
| Understanding of cultural diversity and non-discriminatory practice | Essential |
| Awareness of Cognitive Behaviour Theory and principles | Desirable |
| Awareness of offender’s denial, minimization, victim blaming and other tactics when responding to domestic abuse issues | Desirable |
| **Education/Training/Qualifications** |
| Good standard of Education, GCSEs or equivalent | Essential |
| Relevant degree or professional qualification | Desirable |
| Motivational Interviewing training | Desirable |
| **Personal Qualities & Attributes**  |
| Commitment to high quality and professional delivery and ability to maintain a strong, positive organisational reputation.   | Essential |
| Understand the nature of freelance work and have a good level of motivation and organisation.  | Essential |
| Sensitivity and diplomacy for work with individuals and groups  | Essential |
| Effective team player  | Essential |
| Able and willing to travel across Nottingham and Nottinghamshire | Essential |
| Able and willing to work Saturdays (face to face group workshops) and any other day of the week (telephone individual sessions) as required | Essential |
| Able and willing to attend Project CARA Service Review Meetings to support service quality standards (up to 4 per year) | Desirable |