

**POST TITLE**: Project Officer (Domestic Abuse)

**RESPONSIBLE TO**: Projects Coordinator

**RATE OF PAY**: £12 per hour (dependent upon experience and qualifications)

**HOURS**: 12 hours per week

**CLOSING DATE**: Monday 26th April 2021 at 12 noon

Apna Ghar Minority Ethnic Women’s Centre is seeking to appoint a Project Officer to continue to develop its Domestic Abuse project for women in the BAME community. Experience within a similar role and working within the BAME community is desirable.

This post will be subject to an enhanced DBS check and is open to women\* only (\*exempt under the equality Act 2010 Schedule 9, Part 1).

Main Duties & Responsibilities:

* To oversee the Domestic Abuse project at Apna Ghar Minority Ethnic Women’s Centre and to uphold the ethos of Apna Ghar in line with the mission statement.
* To have the ability to fluently speak a community language or communicate effectively with a range of women
* The postholder will further develop and enhance the Domestic Abuse services with the focus on Intervention, Prevention and Recovery.
* To ensure the safety and security of staff, volunteers and centre users.
* To manage and supervise staff and volunteers assigning tasks appropriate to their job roles.
* To develop new initiatives with support from the Projects Coordinator and the Management Team.
* To research and compile funding applications for continuation of the project.
* To liaise with relevant organisations with relation to activities and sessions for the benefit of this project.
* To ensure monitoring, evaluation and procedures are maintained to demonstrate the impact of the work of this project.
* To ensure staff and volunteers have up to date training relevant to their job descriptions and attend events which relate to the aims of the project.
* To develop partnerships with viable organisations to the benefit of Domestic Abuse projects.
* To hold regular team meetings and supervision sessions with staff team.
* To report to the Projects Coordinator and produce a monthly report covering all aspects of the activities of this project.
* To carry out the responsibilities contributing towards Apna Ghar’s strategy, which may involve other duties that are reasonable but not expressly identified in this job.

To apply for this vacancy, please submit your CV and a cover letter to:

susan@apnagharwomenscentre.com