

**LONDON BLACK WOMEN'S PROJECT (LBWP)
LATIN AMERICAN WOMEN'S AID (LAWA)
ANGELOU CENTRE**

JOB DESCRIPTION

POST TITLE:	Advice Worker Sexual Harassment
JOB REFERENCE NUMBER:	LBWP//LAWA/AC/09.18
GRADE:	SO1
HOURS:	21 hours per week
RESPONSIBLE TO:	TBC
LOCATION:	London and Newcastle
APPLICATION DEADLINE:	9 November 2018
INTERVIEW DATE:	21 November 2018

Job Purpose

This is a partnership between London Black Women's Project (LBWP), Latin American Women's Aid (LAWA) and Angelou Centre. LBWP serves as lead partner. The partnership will provide legal advice towards litigation stage for BME and migrant women and girls experiencing sexual harassment and abuse. Sexual harassment for BME women and girls takes the following forms: it is racialised sexual harassment occurring in public places (schools, colleges, transport, streets, workplace and communities) that involves a persistent pattern of racialised and sexualised verbal harassment and unwanted touching with higher rates of prevalence leading to more extreme harassment and jeopardy. Migrant women (already over-represented in low skilled low paid jobs) experience sexual harassment in the form of sexual favours, unwanted touching and threats to job security in the workplace. These experiences leave BME and migrant women with few legal options and significant risks such as deportation if sexual harassment is reported creating an environment that controls their mobility and freedoms. The project will work in a north-south partnership involving Angelou Centre in Newcastle and LAWA and LBWP in London concentrating on heavily populated BME areas like Newham, Islington, Tower Hamlets, Redbridge, Haringey and Hackney. These organisations have been established in the north-south BME population pockets for over 30 years and will use existing networks to reach out to women.

Key Responsibilities

- Deliver specialist legal advice focusing on sexual harassment casework to BME women and girls working under a national project framework. This will be done by delivering weekly specialist advice surgeries run by the legal advisors operated on both a drop-in and appointment basis.

- Undertake outreach work to the communities and across sectors to promote the project and to generate referrals and ensure that all localities where there project will work are covered by outreach and by referral protocols.
- Establish common referral pathways across the partnership.
- Establish and ensure the project is working under a consistent casework approach.
- Identify cases for potential litigation that can be used to understand how rights are protected under the system and identify issues at litigation stage that can challenge and improve the system.
- Undertake casework management, prepare casework and evidence on cases, and if required provide expert witness support and testimony.
- Work with legal professionals to support complex casework especially at litigation stage.
- Develop quarterly plans to manage and deliver the work.
- Working with partners, deliver six monthly capacity training to professionals focusing on BME and migrant women and experiences of sexual harassment generating from the casework covering improved casework interventions towards successful litigation and safe practice.
- Attend quarterly capacity building partnership exchange based on the casework to improve internal practices regarding responses to sexual harassment.
- Undertake quarterly monitoring and evaluation activity.
- Liaise and network with legal advice providers, solicitors and other professionals to develop the strategic programme.
- Provide completely analysed monitoring and performance reports and other reports as identified by the Director using agreed templates and take overall responsibility for the key outputs and performance management.
- Establish and develop procedures for referring and signposting clients to other relevant services.

General

All staff working in this partnership must:

- Work at all times with the best interest of the partnership adhering to each organisations' policies and procedures.
- Ensure that any action or comments made on behalf of or representing the partnership will not cause the partnership's name to be sullied or assist in bringing the partnership into disrepute.
- Ensure that the work undertaken by the project is in accordance with Equal Opportunities Policy.
- Work within the policies and procedure framework of the partnership.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post. The aim being to improve the quality of service for BME women and all matters relating to their well being.

Conditions

All posts are subject to the availability of funding. This post is offered for a **fixed term period**. Additionally, this post is subject to a probationary period of six months, which can be extended for an additional three month term at the discretion of the Director of each partner. Upon successful completion of the probationary period, a fixed term contract will be awarded.

Please sign and return one copy to the Director.

Print Name	
Date	
Signature	

Post	Prepared by	Date of Sign Off	Status
JD for Advice Worker Sexual Harassment	Baljit Banga	19.10.18	Approved