



## JOB ADVERTISEMENT

Advance is a well-respected, award-winning and innovative women-only organisation, established in 1998, providing emotional and practical support to women experiencing domestic abuse and supporting women with custodial and community sentences to reduce offending. We believe in empowering women and girls to lead safe, non-violent, equal lives so that they can flourish and contribute to the community. Our values are to listen and support, to empower and respect, to collaborate, innovate and be accountable. We have expanded our services significantly over the past 2 years, with 2018 annual income to over £3m and 75 staff, reaching over 3000 women and children.

### **Female\* Programme Manager – Minerva WrapAround Service**

**Contract:** Permanent

**Salary:** £35,000 to £38,000 per year Inc. London Weighting

**Working hours:** 35 hours per week as per contract terms.

**Work Location:** Based at both two London Women's Centres (in Hammersmith & North/East London). Some travel across 15 North, East and West London boroughs required.

As an experienced senior manager with a proven track record of leadership in providing services to women in the criminal justice system or similar, the post holder will develop, implement and manage the pan-London Minerva WrapAround service and Women Centres in West and North/East London, across 15 boroughs. She will also develop the specialist programme of workshops and groups, as well as other specialist services, in partnership with 10 voluntary sector organisations and the statutory agencies of each borough.

She will be responsible for the development, implementation and operation of the service, ensuring outcomes and impact are delivered in line with the funder requirements and manage the relationship with partners and funders in delivery of this service at the required standard. She will also ensure delivery of quality systems, ensuring quality of service and safeguarding standards. She will be responsible for recruiting, developing and managing the Regional Team & Centre managers, Peer Mentor Worker, Young Women's Worker and their teams.

*This post is open to **\*female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, from BME backgrounds and the LBT community. We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. Please contact Advance for further details.*

Benefits include 30 days holiday per annum, childcare vouchers and Workplace pension, up to 5% Employers Contribution (Part 1, Pensions Act 2008).

**Closing date:** Monday 12<sup>th</sup> March at 9.00am

**Interview dates:** 16<sup>th</sup> and 19<sup>th</sup> March 2018

To apply please provide a completed application form, a recent CV and a supporting statement of up to 1000 words. Download the application form and Job Description from our website at <http://advancecharity.org.uk/work-for-us/>.

**Completed applications together with CVs and supporting statements should be emailed to [admin@advancecharity.org.uk](mailto:admin@advancecharity.org.uk) and marked "Advance Minerva".**

*Registered Charity Number 1086873*