



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 to over 75 staff, reaching over 3000 women and their children.

Job Title: Female* Regional & Centre Coordinator – Minerva WrapAround service
1 x West London 1 x North/East London

Contract: Permanent

Salary: from £22,000 per year Inc. London Weighting

Pension: Workplace Pension

Working hours: 35 hours per week with some evening and weekend work required.

Work Location: West London and North East London

Regional & Centre Coordinator – WrapAround service will:

- Be the first point of contact for clients coming to the Centre
- Be responsible for answering the main Minerva telephone number, checking and responding to voicemails, and passing information to the relevant staff member
- Be responsible for checking the general Minerva email accounts and dealing with messages as appropriate
- Ensure the client waiting area is kept tidy with up to date information/leaflets and supplies of refreshments
- Assist in researching additional resources and events for service users
- Maintain accurate and up-to-date information on local resources and agencies for staff

*This post is open to female applicants only as being female is deemed to be 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 BAME backgrounds and the LBT community, and with personal experience of the criminal justice system. Please contact Advance for further details.

Benefits include 30 days holidays per year, a workplace pension and childcare vouchers.

Closing date: 9th August at 9.00am

Interview dates: 13, 14 & 15 August

To apply: Download the application form and Job Description from our website at <http://advancecharity.org.uk/work-for-us/>

Completed applications should be emailed to recruitment@advancecharity.org.uk or posted marked 'Private and Confidential' to:

ADVANCE (BSU Recruitment)
PO Box 74643
London W6 6JU