



Job Description

Job Reference: CWEFRSW/0324

Role: CoLab Women Finance & Economic Resilience Support Worker

Responsible to: CoLab Women Manager

Salary: £25,292 FTE pro-rata

Hours: 21 hours per week

Contract: Fixed term contract until March 2026

The aims of this post are to:

- Provide specialist benefit and budgeting advice to women, including those who are survivors of domestic abuse.
- Improve financial and economic resilience for women via implementation of our Women's Resilience Fund
- Evaluate and report on the work and emerging themes in order to influence the system that supports women.
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Purpose of Role

CoLab Women are recruiting for a part time worker to lead and support the implementation of our Smallwood Trust Fund and our financial resilience programme.

This is an exciting new role, funded until March 2026 that will involve working intensively with the women we support via our Brave Spaces project to ensure the best financial outcomes and opportunities for both them in order to build a stable future. The successful candidate will be highly organised and motivated as well as possessing the skills and experience to oversee the administration of an annual fund of £24,000. The postholder will support women towards financial resilience by offering budgeting, benefits and income maximisation sessions. These will take place both individually and in groups, with a focus on supporting women experiencing multiple disadvantage.

The post holder will have the opportunity to inform the development of this new part of our offer, and to support the women we work with to be empowered to support each other.

Experience of working with women who have experienced trauma including domestic abuse is desirable, but not essential.

Demonstrating our values of welcome, compassion and collaboration we are looking for people who are good communicators, who can relate to and communicate easily with people at all levels in a friendly and inclusive way, and who are happy to get involved with all aspects of our work.

Key Activities and Responsibilities:

Area 1 - Financial Resilience Support

- To provide guidance and advocacy support to women with managing money and finances, including those who are survivors of domestic abuse and/or who have complex and multiple needs.
- To support women to achieve financial stability; support with accessing money advice, Benefits' support, bursaries etc and providing ongoing budgetary support.
- To make links and build partnerships with organisations working with women at risk of debt or other financial adversity, eg CAB, DWP and others.
- To be flexible and creative, individually tailoring interventions to ensure the best outcome for each woman.
- To ensure that those women with complex needs, eg, homelessness, at risk of sexual exploitation are receiving the best financial support possible.
- To support women in exploring healthy finances, supporting them to access to programmes, workshops and other financial skills support.
- To be the financial resilience learning point of contact for all internal and external stake holders.
- To develop individual development plans with women with a clear progression pathway.
- To work from a trauma-informed and trauma- responsive stance.

Area 2 - Management of Smallwood Trust Grants Programme

- Supporting the management and implementation of the Smallwood Trust financial resilience fund.
- Working with the Project Administrator to ensure that all fund processes run smoothly and to time.
- Ensuring all digital and paper-based notes and reports are up-to-date and maintained.
- Undertake constant service evaluation.

Area 3 - Workforce Development and System Change

- Influence system stakeholders and decision makers through the creation and delivery of workforce development opportunities and through regular reporting.
- Running regular financial resilience learning; to deliver and assess, ensuring targets are met.

Person Specification

With an approach that aligns to our values of compassion, welcome, collaboration, ambition and social justice the post holder will have:

Knowledge, Skills & Experience	
An understanding of the issues affecting women facing financial adversity and exclusion.	Desirable
Experience of supporting and empowering women to become resilient for their future, with a particular focus on managing their finances.	Essential
Knowledge and experience of supporting wider issues affecting women who have experienced a range of issues, eg involvement in the criminal justice system, domestic abuse, substance misuse, social exclusion.	Essential
Knowledge of the principles involved in budgeting and benefits advice and of developing safe practices within this framework.	Essential
Experience of creating workforce development packages that are suitable for a range of settings and institutions, eg banks, local authorities, voluntary sector partners.	Essential
Knowledge and experience of effective listening and therapeutic/trauma informed skills.	Essential
Knowledge and experience of one-to-one interventions and facilitation of groupwork principles that create safe space.	Essential
Knowledge of working with multi-agency systems to improve outcomes for women.	Desirable
An understanding of the importance of confidentiality, independence, and impartiality in providing advice.	Essential
Excellent oral and written communication skills, including telephone manner and report writing.	Essential
Ability to negotiate and advocate effectively and to influence decisions and outcomes, both operationally and at policy level.	Essential
Ability to engage with women in a range of settings, both one to one and in groupwork in different parts of the community.	Essential
Ability to prioritise own work and meet deadlines.	Essential
An ability to use initiative, patience and perseverance to help resolve problems.	Essential
Strong recording and monitoring skills, including management of budget that supports women directly.	Essential
Ability to travel across Exeter and surrounding area.	Essential

Personal Qualities & Values	
Strong interpersonal communication skills and experience of interacting with a diverse range of people/groups.	Essential
Contribute effectively to the efficient running of the Resilient Women programme.	Essential
Ability to work flexibly, including occasional evenings and weekends.	Essential
A commitment to the values and ethos of CoLab Exeter.	Essential
To maintain the aims of the service specifically relating to confidentiality and Equal Opportunities.	Essential
Training, Support & Development	
Attend in-house training induction and other training as identified as part of your professional and personal development plan.	Essential
Attend and constructively participate in regular support and supervision, reviews and appraisals.	Essential
Attend staff meetings, away days and wellbeing activities.	Essential

How to Apply

CoLab Exeter is committed to promoting a positive approach to equality, diversity and inclusion and values the benefits of employing a diverse range of talented people.

To apply, please submit an up-to-date CV accompanied by a covering letter that is no longer than 2 sides of A4, summarising why you are interested in the role and how your experience, skills, and values align with the job description and person specification.

Submit applications quoting the job reference with a completed diversity monitoring form to recruitment@colabexeter.org.uk

Application Deadline: Sunday 21 April 2024

Interviews: TBC