



Job Description: Women's Development Unit Coordinator - Evidence

1. Background Information

This role sits within the Women's Development Unit, a partnership project between The Connection at St Martin's and Solace Women's Aid aiming to bring strategic attention to women's homelessness in London.

About The Connection at St Martin's and Solace Women's Aid

The Connection is based in the heart of London, near Charing Cross Station and Trafalgar Square. Our history of working with people experiencing homelessness can be traced back to the First World War, and we offer both short-term practical help and more intensive long-term support to clients who are sleeping rough or vulnerably housed. Westminster is the epicentre of rough sleeping in the UK, and we work closely with people who find themselves on the edge in Central London, with nowhere else to turn.

Solace is an innovative, exciting, grassroots charity working across London. Their purpose is to bring to an end the harm done through domestic and sexual violence to all survivors, particularly women and children. Their work is holistic and empowering, working alongside survivors to achieve independent lives free from abuse.

About the Women's Development Unit

The Women's Development Unit commenced its first year in 2021, funded by ESI's The Homeless Fund and London Community Foundation with support from the London Homeless Collective.

The Women's Development Unit works to bring strategic focus to women's homelessness in London and support and improve good practice in working with women facing severe and multiple disadvantage. The Unit does this through working collaboratively with a range of stakeholders, including across the Violence Against Women and Girls (VAWG) and homelessness sectors, building evidence to support the need for increased focus on women's homelessness, and developing best practice guidance and training.

In its first year, The Women's Development Unit developed a strategy for women's homelessness in London with an accompanying evidence report providing background and explanation for the Unit's strategy recommendations. [These key documents can be found here](#). These were developed through desk-based research, interviews, focus groups and surveys with stakeholders from over 50 organisations and projects.

<https://www.connection-at-stmartins.org.uk/news-item/new-joint-strategy-launched-to-combat-womens-homelessness-in-the-capital/>

The Women's Development Unit also delivered specialist training and following work with professionals and women with lived experience, produced best practice guidance on developing women's spaces [which can be found here](#).

Extended for at least a second year, the Unit is excited to continue work to develop and implement this strategy launched in March 2022. We will work to build further evidence in support of this work, work closely with women with lived experience of homelessness to enhance their voices, and engage with a range of stakeholders to explore opportunities to advocate for and implement change.

The Unit is comprised of a Women's Development Unit Manager (employed by Solace), a Coordinator for Evidence and a Coordinator for Best Practice (both employed by The Connection). The team will be joined additionally in this second year by a Public Affairs and Communications Officer. The Unit will be primarily based at The Connection's main office on Trafalgar Square, Westminster with some remote working. This exciting partnership reaches across the whole of London, providing a unique opportunity to make lasting change for homeless women across the Capital.

About the role

This is a full-time role working within the Women's Development Unit, working with a range of stakeholders to progress the Unit's work on implementing a strategy for addressing women's homelessness in London. We are looking for a proactive and enthusiastic postholder with strong communication skills and the ability to work with curiosity and creativity.

You will be good at working both collaboratively and independently, and will enjoy problem solving. You will be working closely with the team and wider stakeholders to determine the direction and progress of the project's work. For this role, ability to learn quickly, communicate well and coordinate/facilitate groups of key stakeholders including those with lived experience is more important than direct experience of working with data.

Responsibilities

JOB DESCRIPTION	
TITLE OF POST:	Women's Development Unit Coordinator - Evidence
Responsible to:	Women's Development Unit Manager
Responsible for:	Volunteer support for the project (if appropriate and approved by the Unit Manager)
Job Purpose:	<ol style="list-style-type: none"> 1. Undertake desk research and potentially field research (in the form of interviews and questionnaires) to continue building evidence to support the Unit's advocacy for change. 2. Produce reports, briefings and materials about women's homelessness, services, policies, improvements and supporting evidence. 3. Coordinate, support and lead working groups, networks and focus groups on identified topics of interest. 4. Further the team's work towards strategy implementation through engagement with stakeholders. 5. Contribute to the constructive, developmental and facilitative working of the Women's Development Unit team, including supporting volunteers.
Salary and Scale:	£34,762 - £38,151 (scales 26 – 30)
Contract:	Full-time position, fixed term for one year with potential extension to a second year (We will also consider requests for the post to be a secondment opportunity.)

1. Undertake desk research and potentially further field research (in the form of interviews and questionnaires) to continue building evidence to support the Unit's advocacy for change.
This will include:
 - a. Progressing the first year's work on data through collaborating with other agencies and sourcing further evidence for change. This will also include work with colleagues to evidence and develop best practice measures for CSTM's women's space (building on the work of the first year).
 - b. Progressing the first year's work on mapping through collaborating with other agencies to develop comprehensive mapping of provision and building evidence of need.
 - c. Exploration of identified gaps and recommendations from the project's first year, including women impacted by the criminal justice system and women who are sex working.
2. Produce reports, briefings and materials about women's homelessness, services, policies, improvements and supporting evidence, including:
 - a. Summarising findings and evidence of the need for recommended improvements.
 - b. Working with women with lived experience to develop materials to enhance their voices and evidence the need for recommended improvements.
 - c. Working with the Public Affairs and Communications Officer to develop and share evidence-based materials to communicate the work of the Unit, particularly to external decision makers.
 - d. Produce briefings for stakeholder meetings where necessary.

3. Coordinate, support and facilitate working groups, networks and focus groups on identified topics of interest, including supporting existing forums and groups the Unit attends as well as developing new groups to further evidence gathering and implementation of the Unit's recommendations through collaboration with other agencies. This will likely include:
 - a. Co-leading or leading working groups to explore possible improvements to and solutions for data collection for women experiencing homelessness in London.
 - b. Support/lead the development of an external lived experience group to help input into cross-London initiatives and changes.
 - c. Supporting and facilitating groups and networks on topics as identified for further exploration by the team and relevant stakeholders, including mapping of provision.
4. Further the team's work towards strategy implementation through engagement with stakeholders. This could include:
 - a. Supporting and leading meetings with key stakeholders and decision makers.
 - b. Supporting and leading delivery of a variety of events which could include webinars, in-person roundtables and events.
 - c. Identifying stakeholders and potential allies with an interest in supporting this work and/or the power to bring about recommended improvements in policies, practices, commissioning, or legislation.
 - d. Identifying opportunities for influence around and adoption of the strategy recommendations.
5. Contribute to the constructive, developmental and facilitative working of the Women's Development Unit Team, including supporting volunteers (if appropriate).
 - a. Support the ongoing development of CSTM's weekly women's space.
 - a. Support the activities of the team including participating in team meetings and own support and supervision
 - b. Support the WDU Manager and WDU Good Practice Coordinator, contributing to the organising of relevant activities
 - c. Support the production of volunteer role descriptions, recruitment, induction, ongoing training support and supervision of volunteers if appropriate

1. Knowledge
An understanding of the needs of homeless women
Knowledge of relevant external agencies, resources and networks
Knowledge of policies and approaches to supporting homeless people and VAWG
2. Experience
Experience of working with people who are facing severe and multiple disadvantage
Experience of working on developmental projects within a charity setting;
Experience of working creatively on own initiative within and across organisations, sharing ideas and skills.
Experience of multi-agency working
3. Abilities and Skills
The ability to prepare and present written reports, and to communicate information effectively, both verbally and in writing, to stakeholders including clients and other workers;
The ability to obtain, comprehend and relay insights into the experiences of vulnerable people and services

that support them, from a diverse range of stakeholders, including for example from desk research as well as from dialogue with practitioners, commissioners and vulnerable people themselves;

The ability to quickly comprehend new and complex information, gain an understanding of new areas and analyze information and data;

The ability to demonstrate imagination, initiative and flexibility in problem solving in an environment of change;

The ability to support the development, induction, training and coaching of volunteers if needed;

The ability to manage time and prioritise workload effectively;

The ability and willingness to work flexible hours;

The ability to use IT packages, word processing, databases and spreadsheets as necessary;

4. Values, Behaviours & Competencies

Commitment to the Connection at St. Martin's values of being empowering, inclusive, collaborative, honest and tenacious

- Committed to the purpose of Solace Women's Aid and The Connection at St. Martins, ensuring that the service user is at the heart of service delivery and development
- Feminist in understanding 'Violence against Women and Girls'
- Committed to fostering innovation and continuous improvement in working practice
- Flexible and open to new challenges, ideas and experiences, and able to be self-reflective
- Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work
- Non-judgemental with a commitment to self-care within the team
- Collaborative, building relationships with internal and external partners.