

JOB DESCRIPTION

Job Title:	Independent Women's Practitioner – Criminal Justice
Salary:	£27,096 per annum 37hrs per week Covering the Torbay and East Devon area
Closing Date	All applications to be received at The Women's Centre Cornwall Offices by: Tuesday 30 th June 2026

Dorset, Devon and Cornwall Women's Community Service

Open is a successful service with an excellent reputation for offering trauma-informed specialist support to women in the criminal justice system across Dorset, Devon and Cornwall. Developed by The Women's Centre Cornwall, Open provides a gender specific, holistic service in Dorset, Devon & Cornwall, and accepting referrals from the Probation Service. The service offers practical and emotional support, advocacy, safety planning and trauma-informed support on sexual violence, domestic violence and childhood sexual abuse. We work in partnership with Probation and other agencies. Open is a safe and confidential space for women who have been convicted of an offence to explore any issues she feels are applicable to her in her journey towards a life free from offending.

It is delivered by The Women's Centre Cornwall which is run by women, for women, and aims to empower and enable all women and girls to gain the health and well-being and confidence and skills to achieve their potential and become stronger and more independent.

Qualifications and Experience

It is desirable to have a relevant degree and/or recognised professional qualification in social care or a related field and/or accredited Domestic Abuse training. However at least one year's experience of direct work with women with complex needs and/or survivors of domestic abuse and/or sexual violence. The ability to undertake risk assessments, safety planning and providing support and targeted intervention is equally relevant. Knowledge of the criminal justice system is very advantageous.

Full driving license and the ability to travel is essential. Work with the women is carried out by phone and in person.

RESPONSIBLE TO:

Open Service Team Leader: The Women's Centre Cornwall

MAIN PURPOSE OF THE JOB:

To deliver structured and targeted interventions to comply with the requirements of Open's Women's Rehabilitation Activity Requirement (RAR) as sentenced by the courts and to liaise with Offender Managers.

To establish strong working relationships with identified partners including probation, courts, police, prisons to ensure the development of effective service provision to women offenders.

To deliver a range of interventions, as part of a community sentence, to meet individual needs, aiming to prevent reoffending and to empower each woman. Plus, the development of supportive local relationships with a range of statutory and voluntary service providers to ensure women can receive on-going individual packages of support required to reduce risk and encourage desistance from offending.

In particular, to work with the referred women to enhance their understanding of the dynamics of domestic abuse and sexual violence and to support them to develop strategies to reduce the harm caused by the abuse.

To provide targeted support to the women referred. This will include structured assessment of risk and support needs and, in conjunction with women, the development and implementation of action plans to address the causes offending, reducing the risk of re-offending and meeting needs identified and writing final reports once a woman completes her community sentence.

RESPONSIBILITIES OF JOB:

1. To establish on-going professional working relationships with the Probation teams in Dorset Devon and Cornwall and other key partner agencies.
2. To manage a caseload and to maintain up to date records and case files in respect of all cases.
3. To support the implementation of the Women's RAR to provide an alternative to short custodial sentences and also contribute to the developments of diversion packages from court.
4. To assess all referrals within agreed timescales and provide support and/or onward referral if appropriate based on the individual risk and needs profile.
5. To undertake ACPO DASH risk assessment and safety planning with women engaging with the service.
6. To design and implement an individual action plan, with each woman who has offended, to meet her needs and address the causes of offending to reduce the risk of re-offending.
7. To develop networks of local agencies (voluntary and statutory) to support the provision of targeted resources to assist the women to move away from an offending lifestyle
8. To provide information and advocacy regarding legal remedies, civil and criminal legal processes, housing options and benefits as required.
9. To keep all relevant agencies informed of the individual progress being made by the woman.
10. To deliver group work with women as required.

11. To receive regular line management from the Open Team Leader.
12. To maintain individual responsibility for own continuing professional development through attendance at appropriate team meetings, training events, the use of the internet i.e. Women in Prison, Safe Lives, Women's Aid, Rights of Women, FLOWS etc.
13. To undertake TWCC core accredited training course 'Understanding and Working with Sexual Violence'
14. To work at all times within the policies, procedures and ethos of TWCC.
15. To attend Team Meetings and bi-annual Professional Development Days

Whilst this job description attempts to cover the main duties of the post, it is not exhaustive. The postholder is, therefore, expected to undertake any other reasonable duties within their capabilities and the scope of the post as specified by their line manager.

The post is subject to an enhanced DBS check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

TWCC values diversity and welcomes applicants from all sections of the community, especially from women with lived experience of the issues we address, and groups with a protected characteristic such as Black, Asian and minority ethnic women, who are currently under-represented at TWCC. TWCC are a Disability Confident employer

Closing date for Applications: **Tuesday 30th June 2026**

PERSON SPECIFICATION : Dorset, Devon & Cornwall Women's Community Service Women's Practitioner

Factor		Essential	Highly Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Relevant degree and/or recognised professional qualification in social care or related field and/or accredited Domestic Abuse/Sexual Violence training 		√	Application
	<ul style="list-style-type: none"> • Full driving licence 	√		Application
Experience	<ul style="list-style-type: none"> • Previous experience of working with women with complex needs/ women who have offended/ survivors of domestic violence/sexual violence including 	√		Application and interview

	<p>conducting safety planning and providing crisis intervention.</p> <ul style="list-style-type: none"> • Experience of delivering targeted and structured interventions to meet identified need • Previous experience of working in a multi- agency setting • Experience of working with people experiencing homelessness and/or substance misuse • Experience of delivering group work • Professional experience of the work of the criminal/civil justice and/or health systems. • Experience of outreach work and safe lone working processes 	<p>√</p>	<p>√</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
Knowledge/ Skills	<ul style="list-style-type: none"> • Excellent literacy and administrative skills including IT and report writing. • Pro-active and confident communicator with excellent interpersonal and communication skills (verbal and written) • Knowledge of current civil and criminal law enforcement and practice • An understanding of risk assessment, safety planning and risk management • Understanding of confidentiality issues • Understanding of child and adult safeguarding issues and legal responsibilities 	<p>√</p> <p>√</p>	<p>√</p>	<p>Application</p> <p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
Knowledge/ Skills	<ul style="list-style-type: none"> • Knowledge of impact and dynamics of domestic violence on victims and children 		<p>√</p>	<p>Application and Interview</p>

	<ul style="list-style-type: none"> • Understanding of trauma and trauma informed practice • Understanding of child and adult safeguarding issues and legal responsibilities • Ability to practice effective casework management skills • Knowledge of benefits, housing/homelessness and substance misuse issues 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Interview</p> <p>Interview</p>
Personal Attributes	<ul style="list-style-type: none"> • Ability to work on own initiative and prioritise workload • Ability to maintain personal and professional boundaries • Ability to be empathetic and compassionate • Ability to self-evaluate and reflect on practice • Ability to cope in stressful situations 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Awareness	<ul style="list-style-type: none"> • Commitment to, and understanding of, equality and diversity issues 	<p>√</p>		<p>Application and Interview</p>