The Women's Centre Cornwall

JOB DESCRIPTION

TITLE OF POST: **Women's Practitioner**

RESPONSIBLE TO: **Service Manager**

RESPONSIBLE FOR: **Supervision of volunteers as appropriate**

HOURS **37hrs**

CONTRACT TERM: **2.25 years**

SALARY: **£27,094**

ROLE PURPOSE

To provide independent, women-centred, trauma-informed and gender-responsive support to women across Cornwall who come into contact with the criminal justice system following arrest or voluntary attendance and before sentencing. The practitioner will engage women at key decision points, assess strengths, needs and risks, co-produce tailored plans, provide practical and emotional support and advocacy, and coordinate with statutory and voluntary partners to reduce harm, address underlying needs and support positive outcomes.

The role is one of four geographically deployed Women's Practitioners, working flexibly across community settings and, subject to agreed arrangements, police stations and courts. The final geographical area will be specified separately for each vacancy.

KEY RESPONSIBILITIES

Engagement, assessment and casework

- Receive and screen referrals in line with service eligibility and procedures; make timely, safe initial contact following arrest, voluntary attendance or other eligible pre-sentence referral.
- Build trusting professional relationships with women who may face multiple barriers to engagement, using assertive outreach and flexible contact to support re-engagement where safe and appropriate.
- Carry out assertive outreach to identify women who may benefit from the service, including in settings such as courts, police custody and substance misuse services.
- Complete holistic, gender-responsive assessment, including Women's Risk Needs Assessment (WRNA) where required, and assess risk, safeguarding, strengths, immediate safety and practical needs.

- Co-produce, implement and regularly review individual support plans that respond to women's priorities and the stage of their criminal justice journey.
- Manage a varied caseload using a dynamic, needs-led approach, increasing contact at critical transitions including out-of-court resolutions (OOCRs), potential breaches, charging and court hearings.
- Provide practical and emotional support, advocacy and information about relevant processes without giving regulated legal advice; help women access housing, welfare, health, substance misuse, domestic and sexual abuse and community support.
- Maintain accurate, contemporaneous and confidential records of engagement, assessment, interventions, risk, outcomes, information sharing and closure.

Criminal justice pathways and multi-agency work

- Provide information and support before court and during court proceedings, including assistance with preparation, attendance and communication with relevant professionals as appropriate.
- Initiate or contribute to multi-agency problem-solving using the My Team Around Me (MTAM) approach and develop a personal passport to support proportionate, trauma-responsive information sharing with relevant professionals.
- Work collaboratively with police, courts, probation and community agencies; provide relevant factual information to court and probation for pre-sentence reports in accordance with consent, lawful information-sharing and service procedures.
- Offer additional support to women at risk of breaching an out-of-court resolution, for example women affected by domestic abuse and women whose complex needs create barriers to compliance or engagement.
- Where a woman is remanded, liaise and arrange an appropriate handover to prison-based support; at sentencing, coordinate an effective transition to probation and other relevant community or custodial support services (for example, Community Rehabilitation Services) and close the diversion intervention.
- Provide an exit support pack and information about available ongoing access through TWCC's helpline, Campfire and relevant national and local services.

Specialist interventions, groups and progression

- Deliver structured, trauma-responsive stabilisation and psychoeducational interventions for women affected by trauma, including sexual abuse, violence and exploitation. Support women to understand trauma responses, build emotional regulation and grounding skills, strengthen personal safety and coping strategies, and develop stability and readiness for further support.
- Provide enhanced, compassionate support to women who are pregnant, in early motherhood or separated from their children, including loss and grief, coordinated referral and support alongside midwifery, perinatal mental health, FERN and other relevant partners.

- Use agreed approaches, including the Parent Power model where trained and appropriate, and explore available residential or community alternatives to custody with relevant partners where applicable.
- Support delivery and facilitation of structured group activities promoting wellbeing, social connection and participation; encourage appropriate volunteering, learning and mentoring progression opportunities.
- Contribute to service learning, co-production and engagement with TWCC's Lived Expertise Group, recognising women's strengths and choice.

Safe practice and service quality

- Identify, document and promptly escalate child and adult safeguarding concerns and changes in risk; contribute to safety planning and relevant multi-agency processes.
- Maintain professional boundaries and work safely within police, court, outreach, community and lone-working environments.
- Use agreed monitoring and outcome tools, contribute to service reporting and quality assurance and share emerging learning about barriers to gender-responsive practice.
- Follow agreed evaluation and research processes, support women to make informed decisions about participation and give informed consent, complete distance-travelled outcome tools with women, and share appropriately anonymised data with authorised evaluators in accordance with TWCC data protection and information-sharing procedures.
- Attend supervision, team meetings, relevant training and reflective practice, including TWCC core training on understanding and working with sexual violence.
- Work within TWCC policies, equality and inclusion principles, confidentiality and data protection obligations; undertake other reasonable duties consistent with the post.

WORKING AT TWCC

Values in practice

The postholder is expected to demonstrate TWCC's values through their professional practice and the way they work with women, colleagues and partner organisations:

Feminist	Challenge power imbalances, promote equity and intersectionality, value lived expertise and use positional power thoughtfully.
Empowering	Build agency, confidence and capability in others; delegate meaningful responsibility and create opportunities to grow.
Trauma Responsive	Prioritise physical and psychological safety, build trust, communicate compassionately and avoid unnecessary harm or re-traumatisation.
Brave	Speak up, address difficult issues, challenge established practice when needed, acknowledge mistakes and support appropriate innovation.

Belonging	Create inclusive environments where different perspectives are welcomed and people feel valued, respected, connected and able to contribute.
Hope	Maintain belief in positive change, demonstrate resilience, celebrate progress and connect day-to-day work to TWCC's wider vision.

This post is subject to the appropriate pre-employment checks, including an enhanced DBS check and any police or court vetting required for site access. Where applicable, TWCC will confirm any occupational requirement under the Equality Act 2010 before advertising.

TWCC values diversity and welcomes applicants from all sections of the community, especially from groups with a protected characteristic such as black and minoritised women, who are currently under-represented at TWCC.

Our premises are fully wheelchair accessible.

This post is open to women applicants only, in accordance with the occupational requirement provisions of the Equality Act 2010, Schedule 9, Part 1, Paragraph 1.

MOJ Diversion Women's Practitioner - Person Specification

Criteria	Essential	Desirable
Qualifications and training		
Relevant degree, professional qualification or recognised training in social care, criminal justice, domestic/sexual violence, mental health or similar.		✓
Training in trauma-informed practice, risk assessment and safeguarding, or equivalent evidenced practical competence.	✓	
Full driving licence and access to transport to work across the allocated geographical area, subject to reasonable adjustments.	✓	
Experience		
At least one year of direct support work with women experiencing complex needs, trauma, offending-related needs, domestic abuse and/or sexual violence.	✓	
Experience of assessment, support planning, risk management, safety planning and structured one-to-one interventions.	✓	
Experience of case recording and managing a varied caseload with professional boundaries.	✓	
Experience of multi-agency work and engagement with women who may struggle to access services.	✓	
Experience of outreach and safe lone working.	✓	
Experience within police, courts, probation, criminal justice diversion or pre-sentence settings.		✓
Experience of group facilitation, volunteering pathways, mentoring or coaching.		✓

Experience supporting pregnancy, early motherhood, family separation, homelessness, substance use or mental health needs.		✓
Knowledge		
Understanding of gender-responsive, strengths-based and trauma-informed support and women's routes into contact with the criminal justice system.	✓	
Understanding of child and adult safeguarding, information sharing, confidentiality and professional boundaries.	✓	
Understanding of the impact of domestic and sexual violence, exploitation and coercive control on women and children.	✓	
Awareness of arrest, voluntary attendance, OOCR, pre-sentence processes, remand and sentencing or willingness and ability to learn quickly.	✓	
Knowledge of trauma stabilisation, motivational interviewing or psychoeducational approaches.		✓
Knowledge of local housing, benefits, health, perinatal, substance misuse and community support pathways.		✓
Skills and personal attributes		
Ability to build rapport quickly and provide empathetic, non-judgemental, empowering support in sensitive or pressured settings.	✓	
Ability to respond effectively to changing risk, prioritise work and support women through critical decision points.	✓	
Excellent interpersonal, written communication, IT, case recording and reporting skills.	✓	
Ability to work independently and collaboratively with statutory and voluntary partners.	✓	
Ability to deliver culturally responsive and inclusive support and uphold TWCC's feminist values.	✓	
Commitment to reflective practice, continuing professional development and safe self-care.	✓	