**Job Description – Progression Worker**

**Job Purpose**

To provide short and long-term holistic interventions and support to POW service users in areas of training, education, employment and other life enhancing activities to raise confidence, including those who want to develop outside of sex work, or those who have now left sex working. To support service users in a proactive and intensive way to meet their needs, engage with the wider community, build on strengths and reduce harm. To help service users address complex and multiple needs which make them vulnerable within society. To help empower service users to make positive lifestyle changes. To lead on running weekly progression groups with a focus on peer mentoring, positive activity and inclusion alongside specialists and volunteers.

**Key Responsibilities**

* To be proactive in seeking a caseload of service users through drop-in and outreach services so that intensive support can be offered and completed
* Recording and reporting in line with the strategic aims of POW and in order to inform service delivery
* Working closely with external professionals and services to meet the needs of service users including awareness of and ability to signpost and refer on
* To support a caseload of service users on a short and long-term basis to achieve their personal aims, being guided by their wishes around the sex working industry and any changes they want to make
* To be up to date with developments and processes surrounding welfare, benefits, debt, housing, social care, local authorities, probation and other systems which may need navigating to achieve outcomes for service users
* To deliver tailored one-to-one sessions with service users around particular areas of difficulty e.g. budgeting and finance, producing a high standard of written work to evidence work completed
* To provide direct support through outreach services
* To enable POW Nottingham service users to develop skills in planning and self-organisation, enhancing their independence and to encourage them to maintain appointments and commitments
* To encourage service users to identify their strengths and interests and to support them in accessing social, leisure, social inclusion, employability, training, education and work activities
* To actively support service users to overcome barriers to services, including education, health, employment, housing etc.
* To create and manage ‘change plans’ for individuals around their goals and targets, regularly reviewing progress against this plan
* To facilitate and lead in weekly progression groups, bringing creativity and confidence to encourage service user to participation – working in a feedback informed way to continuously improve the group experience and outcomes
* To work to targets set by the organisation around service delivery and direct work
* To accompany service users to appointments and complete work in community settings

**General Responsibilities**

In order to promote and provide the highest standards of service to all POW Nottingham client’s the following is applicable as general terms and conditions of the job post:

* To promote the rights and interests of sex workers, promote the equal treatment of sex workers and confidence in the organisation
* To proactively engage individuals from a hard to reach client group to access POW Nottingham’s services
* To ensure all administrative duties connected with POW are carried out
* To manage and maintain all paper and digital records in line with your work duties, ensuring these are up-to-date, accurate and all outcomes are recorded appropriately
* To work in line with policies and procedures relevant to POW Nottingham
* To ensure confidentiality at all times
* To work within agreed risk management guidelines and ensure up-to-date risk assessments
* To notify your line manager of planned whereabouts, submitting accurate timesheets on a weekly basis and updating your works calendar
* To undertake training and development as directed
* To work flexibly as required to meet the needs of hard to reach clients
* To work within POW to support the core services including drop-in, taking the lead as allocated
* To work on outreach including unsociable hours
* To liaise and maintain shared care and partnership working with all relevant agencies and to assist in the implementation of protocols and mechanisms for sharing information
* Develop warm and trusting relationships with POW Nottingham service users to encourage them to express their needs, views and concerns
* To support POW Nottingham services users in meeting their cultural and spiritual needs and in expressing their personal identity
* Maintaining professional and appropriate boundaries in all work with clients

**Organisational Responsibilities**

POW Nottingham expects all employees to adhere to all policy and procedure relevant to their day to day work. In line with this POW Nottingham expects all employees to adhere to the POW Code of Conduct at all times. In addition, POW Nottingham has the following expectations of staff:

* Prompt and professional attendance at training and development events
* A commitment to be respectful and professional in our day to day dealings with clients, colleagues and external professionals
* To maintain the appropriate and legal level of confidentiality at all times in your work
* To appropriately share any concerns regarding safeguarding in line with your legal duty
* To prepare for all relevant meetings with clients, management or external professionals; representing POW to the highest standard in your conduct at these meetings
* To prepare reports and statistics as requested by the line manager
* To prepare for an attend regular supervision with the line manager
* Be prepared to work unsociable hours and in potentially difficult geographical areas
* To maintain an up-to-date knowledge of harm reduction, sexual health, general health and legislative issues pertinent to sex workers

**Legal and Statutory Responsibilities**

All staff must be prepared to comply with POW Nottingham’s Health and Safety policies and attend relevant statutory training as required.

POW Nottingham is committed to diversity and inclusion of staff and service users. All staff are required to demonstrate their commitment to these policies in their day-to-day work and to treat others with dignity and respect at all times.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the post will be subject to an enhanced DBS check, where applicable the post may only be open to women under an exemption in the Equality Act 2010.

Where any part of a job description is not being met or where there is a breach to these terms and conditions this may lead to disciplinary policy and procedures being followed by POW Nottingham.

**Conditions**

Salary: £19,446 - £21,693 dependent on experience

Leave: 25 days + bank holidays

Hours: 37 hours per week, flexible working including evenings and occasional weekends as required

Reports to: Service Co-ordinator, Operations Manager & CEO

Probation: 6 months

DBS Disclosure: Enhanced Adult’s Workforce

**Temporary 6 month contract; further permanent contract dependent upon funding**