

Joanna Project  
Application Pack

**Director**

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January 2023

## About Joanna Project

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Thank you for your interest in the role of Director at Joanna Project.

We work with women who are facing multiple disadvantages, trapped by life controlling addictions and who are often involved in street sex work with all the exploitation and danger that involves.

Joanna Project was started in 2004 by three women, who, inspired by their Christian faith, reached out to women working in street sex work in Leeds. They went out to the streets of Leeds at night offering hot drinks and practical and emotional support. Since then we have grown to a team of 6 paid staff and over 20 volunteers. Evening Outreach remains a core part of our service and we now have Daytime Outreach and a Daytime Sanctuary. We currently have contact with over 200 women each year and our annual turnover is in the region of £200,000.

The Joanna Project is grounded in and motivated by Christian faith yet works inclusively with women irrespective of their personal beliefs and values and never imposes Christian faith on others. While this is the case, to maintain and uphold the Christian ethos on which the Joanna Project is founded, we require the Director to have an active Christian faith.

The successful candidate will be joining at an exciting time as we are reviewing our equity and diversity policy, registering to work towards a cultural cohesion award, as well as being about to set our new strategic plan.

### Vision

We believe all women should be able to live healthy whole lives, free from exploitation, abuse, addiction and poverty; to have the self-belief, courage and strength to achieve their potential as full members of society, exercising choice and enjoying healthy relationships with hope for the future.

### Mission

We journey with women involved in, or at risk of involvement in, street sex work in Leeds. We accept each individual wherever they are on their journey and work holistically through practical and emotional support, to build confidence and skills, increase their safety and raise self-esteem, hope and future aspiration. The purpose of our work is to empower women to take control of their lives, exit sex work and sustain a new life. We never give up on women no matter many times they miss their goals.

### Our Values

The Joanna Project is grounded in and motivated by Christian faith and governed by biblical principles yet works inclusively with women irrespective of their personal beliefs and values.

Our defining words are Hope, Love and Dignity

We aim to create an environment of:

- Respect - believing everyone is created in God's image, with unique worth and dignity.
- Acceptance - where women exploited by prostitution are accepted as they are and never judged.
- Friendship - demonstrating a commitment to stand alongside those seeking help from the Joanna Project and to journey with them for as long as they want.
- Creative help - we use a holistic approach, caring for the whole person: body, mind and spirit.



Joanna Project is a Charitable Incorporated Organisation (CIO).  
Our Charity number is 1138640.  
Our legal name is Joanna Leeds.

Although we are an independent charity we work in partnership with colleagues in statutory and third sector organisations including West Yorkshire Police and Leeds City Council.

You can find us on twitter: @joanna\_project, on Instagram: joannaprojectleeds and on Facebook: Joanna Project

## **JOB DESCRIPTION DIRECTOR**

### **Role Purpose**

The main purpose of the Director role is to provide leadership to Joanna Project in order for it to fulfil its vision, mission and values and ensure its smooth running, with emphasis on working in a woman-centred and trauma informed way.

The Joanna Project's work is an expression of our Christian faith. To retain our Christian ethos and identity, we require the Director to have their own active Christian faith.

### **Main Responsibilities and Duties**

#### **Organisational responsibilities**

1. Provide the leadership required to ensure all aspects of Joanna Project operate to the highest standard and remain consistent with its values.
2. Consciously create and maintain a culture that is consistent with the vision, mission and values of the Joanna Project.
3. Provide spiritual and ethical leadership to ensure Joanna's Christian ethos and values are protected and promoted and that prayer remains at the heart of the Joanna Project's practice.
4. In cooperation with the Trustees, prepare, implement, monitor and update the Strategic Plan.
5. Plan, implement and monitor systems that perform the work and fulfil the mission of the Joanna Project, efficiently and effectively.
6. Working with the Treasurer and Office manager, ensure the finances are managed effectively, in line with agreed budgets.
7. Ensure all work is carried out in line with the existing policies and procedures and develop and refine policies and procedures as required.
8. Ensure the Health and Safety, Food Hygiene and Safeguarding Procedures are adhered in every activity of the organisation.
9. Make decisions that are responsible, accountable, justifiable, and defensible in accordance with the organisation's policies and procedures.
10. Manage the preparation and maintenance of periodic reports for the Trustees, as necessary or requested, to track strategic goal accomplishment.
11. Identify areas for development and take full advantage of such opportunities.

#### **Team Leadership**

12. Lead in a collaborative way maintaining a work force where the contribution of all is respected and appreciated and all are encouraged to contribute to the development of the Joanna Project.
13. Line manage all staff, being responsible for supervision, oversight, development, training, and support of the team, ensuring staff are equipped to meet the expectations of quality and performance, while ensuring staff maintain sustainable working practice and healthy boundaries.

### Working with Women

14. Lead the direct care work in accordance with our values, providing case supervision and deploying staff in accordance with need. On occasion this will require the post holder to determine on competing priorities leaving some challenges unanswered.
15. Maintain a frontline role, as appropriate, working directly with women when required in order to retain an understanding of direct work and model good practice.
16. Ensure that the team deliver the service using a woman centred, trauma informed and strengths-based approach.
17. Ensure you develop your own practice and learning so that you can pass that on and ensure all staff are up to date with best practice.

### External Relationships

18. Represent the Joanna Project at events, networks and on boards locally and nationally, advocating for the needs of the women we represent and influencing systemic change.
19. Deliver training about the needs of the women we serve to other agencies, charities, and organisations.
20. Speak about the work of Joanna Project at events as required including leading church services.
21. Develop and maintain good relationships with supporters and funders taking advantage of opportunities for development in this area.
22. Maintain the established partnership working that exists in Leeds ensuring the continuation of good relations with networks and partner agencies, protecting our excellent reputation.
23. Contribute to city wide systems change that will benefit the women we serve, within the City of Leeds.

### **Person specification**

The Joanna Project is grounded in and motivated by Christian faith yet works inclusively with women irrespective of their personal beliefs and values and never imposes Christian faith on others. While this is the case, to maintain and uphold the Christian ethos on which the Joanna Project is founded, we require the Director to have an active Christian faith (genuine occupational requirement).

Due to the nature of this role in working alongside women with lived experience of violence against women, this post is restricted to female applicants under section 9 of the Equality Act 2010

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Tested in application (A), Interview (I) or CV</b>
4 GCSE's (or equivalent) including Maths and English	E	A
Qualification or training in one or more of the following addiction/ trauma-led approach/ domestic violence/ theology and social justice/ leadership.	D	A
<b>Knowledge</b>		
Understanding of the violence against women and girls sector (VAWG) and how this relates to street sex work.	E	A,I
A thorough understanding of multi-agency working across statutory and non-statutory providers.	E	A,I

Knowledge of addiction, dual diagnosis and the importance of a women centred, trauma informed approach.	E	A,I
Proficiency in Office software, including Word, Excel, PowerPoint, Share point.	E	A
Knowledge of data protection and client confidentiality.	E	A
An understanding of how the Christian values of love, hope, dignity, forgiveness, and perseverance can be reflected through each level of an organisation and an understanding of some of the challenges this may bring.	E	A,I
<b>Experience</b>		
Experience working with people experiencing one or more of the following: addiction, homelessness, street sex work, domestic abuse and/or sexual violence.	E	A,I
Experience of routinely dealing with potential crisis situations in a calm manner, demonstrating the ability to make safe decisions in a sometimes-chaotic pressured environment.	E	A,I
Experience of building and maintaining successful relationships with a diverse range of partners across public and third sectors.	E	A,I
Experience of leading and developing a team including staff and volunteers.	E	A,I
Experience of monitoring and evaluation of projects both quantitatively and qualitatively.	D	A
Experience of writing/overseeing fundraising bids.	D	A
<b>Skills and behaviours</b>		
Ability to make decisions in a pressured environment with competing demands.	E	A,I
Demonstrable commitment to safeguarding and Equality, Diversity and Inclusion.	E	A,I
Ability to manage your own time and priorities to meet agreed objectives	E	A,I
Ability to engage positively and diplomatically in situations of conflict and/or with people displaying distress.	E	A,I
Ability to solve problems, working flexibly and collaboratively	E	I
Ability to manage a budget.	E	A,I
Commitment to personal professional development and that of the team.	E	A
Excellent interpersonal skills and people management.	E	A,I

**Summary of terms and conditions**

<b>Title</b>	Director
<b>Reporting to</b>	Chair of Trustees
<b>Responsible for</b>	All staff and volunteers
<b>Contract</b>	Permanent (subject to a six month probationary period)
<b>Salary</b>	NJC scale point 29 PO1. Currently £35,411 per annum pro-rata
<b>Hours</b>	Minimum 4, maximum 5 days a week
<b>Place of work</b>	Joanna House, Leeds, LS11 9RR
<b>Benefits</b>	25 days holiday per annum plus public holidays, increasing by one day for each completed year of service up to a maximum of 30 days. Employer contribution to pension

## GUIDANCE NOTES FOR APPLICANTS

### Application process and key dates

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Please submit your CV, including education, qualifications, and full employment history and any other relevant experience showing responsibilities and relevant achievements. Please also submit a 1 – 2 page supporting statement that demonstrates how you meet the criteria in the person specification. Please submit your application document to [chair@joannaproject.co.uk](mailto:chair@joannaproject.co.uk)

If you need this information in an alternative format, please contact us by email at [admin@joannaproject.co.uk](mailto:admin@joannaproject.co.uk). We are happy to receive applications in alternative formats. If you would like to have an informal conversation about the role before applying, our Chair of Trustees, Angharad Turner-Fielder would be happy to arrange a time to talk. Please email [chair@joannaproject.co.uk](mailto:chair@joannaproject.co.uk) to arrange a time. You can also email Angharad if you would like to visit the Joanna Project day time sanctuary prior to interview.

<b>Closing date for applications:</b>	<b>30/01/2023</b>
<b>Shortlisted candidates advised by email:</b>	<b>02/02/2023</b>
<b>Interviews:</b>	<b>10/02/2023</b>
<b>Start date:</b>	<b>ASAP</b>

Joanna Project will pay travel expenses to the value of a second class rail fare or bus fare for applicants invited for interview

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

### Completing the application

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The supporting statement plays a key part of our recruitment and selection process. We use the information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete statements are unlikely to pass shortlisting, and we will not be able to shortlist you if you only submit a CV.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific:** give a specific example
- **Task:** briefly describe the task/objective/problem
- **Action:** tell us what you did



- **Results:** describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

## **Equality opportunities**

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We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Joanna Projects performance and to develop a culture that positively values diversity. We are committed, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from Black, Asian or other minority ethnic backgrounds as they are currently under-represented within Joanna Project. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, job share for the right candidate(s).

## **Suitability to Work for Joanna Project**

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This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK.

All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

## **Data protection**

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Joanna Project is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

### **Complaints procedure**

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Any applicant who considers that they have been unfairly treated or discriminated against can contact Angharad Turner-Fielder in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the Trustee Board, who will advise of the outcome. This does not affect your legal rights.