



## Outreach Worker

**Closing Date:**

**Interview Date:** TBC

**Start Date:** TBC

**Contract:** 12 months fixed term contract (subject to funding)

**Hours:** 15 hours per week (including occasional evening and weekends)

**Salary:** £12.60 per hour - £24,570 pro rata

**Location:** Truro, Cornwall (with travel required across Cornwall)

Inspiring Women Network is recruiting an Outreach Worker to join our team and to contribute to our shared vision and goals.

This post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (Part 1) and we encourage applications from those who identify as Black, or woman of colour, or from any other minoritised background.

The Outreach Worker will be responsible for connecting with and supporting women, particularly those from minoritised communities, across Cornwall. The ideal candidate will provide advocacy, befriending, and support to women facing challenges such as racism and other forms of discrimination. This role requires excellent interpersonal skills, a passion for community engagement, and the ability to work effectively in diverse environments.

Applicant must be able to demonstrate:

- Experience of supporting individuals through structured, professional one-to-one work.
- Ability to work with women from diverse backgrounds, including women from racially minoritised communities.
- Strong listening skills combined with the ability to maintain professional boundaries.
- Experience of signposting, navigation, or coordination with other services.
- Ability to manage a defined caseload and prioritise work within limited hours.
- Confidence in record-keeping, documentation, and following agreed processes.
- Commitment to feminist, anti-racist, and trauma-informed practice.
- Ability to travel in accordance with the requirements of the post
- Understanding of IWN, its vision, and its mission

IWN is experiencing a time of growth and this role is essential to help increase our capacity to respond to community needs across Cornwall.

The application pack documents can be requested by sending an e-mail quoting the job title, together with your name and address.

## Job Description and Person Specification

<b>JOB TITLE:</b>	Outreach Worker
<b>HOURS:</b>	15 hours per week (including occasional evening and weekends)
<b>SALARY:</b>	£12.60 per hour - £24,570 pro rata
<b>CONTRACT:</b>	12 months Fixed term (subject to funding)
<b>LOCATION:</b>	Truro, Cornwall (with travel required across Cornwall)

### Inspiring Women Network

Inspiring Women Network (IWN) is a diverse, women-centred and women-led Community Interest Company that has been working with and for women and communities in Cornwall for over a decade.

During this time, we have built a community of like-minded people who share our vision to build a Cornwall that is just and inclusive to all women and their families regardless of ethnicity or socioeconomic background.

In line with the nature of IWN's work and ethos, this post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (part 1) and we encourage applications from those who identify as Black, woman of colour, or any other minoritised background.

### Purpose of the role

The Outreach Worker plays a key role in connecting women across Cornwall particularly those from minoritised communities to Inspiring Women Network (IWN). The role focuses on time-limited, structured one-to-one outreach support, raising awareness of IWN, and supporting women to access IWN activities and appropriate external services through clear signposting and navigation.

## Key Responsibilities

### 1. One-to-one outreach and engagement

- Provide one-to-one outreach support to women, focused on listening, identifying needs, and supporting access to appropriate services and opportunities.
- Hold a clearly defined caseload, agreed with the line manager, appropriate to 15 hours per week.
- Use agreed tools (e.g. GAP or equivalent) to structure conversations, clarify goals, and support women to identify next steps.
- Maintain clear boundaries around the scope of support, with agreed start and end points for each period of engagement.
- Build and maintain strong relationships with minoritised women and community groups who may face unique challenges, including racism and social exclusion, providing tailored support to help these women navigate systemic barriers and access the resources they need.
- Assist women in navigating social services and addressing barriers to participation.

## **2. Signposting and navigation**

- Support women to navigate local services, community organisations, and IWN activities through accurate and informed signposting.
- Encourage and support women to engage with IWN programmes, events, and peer opportunities where appropriate.
- Clearly communicate that IWN is **not a crisis service** and follow agreed escalation routes where safeguarding concerns arise.

## **3. Outreach and awareness-raising**

- Proactively raise awareness of IWN within local communities, networks, and settings across Cornwall.
- Attend agreed outreach activities and community spaces to connect with women who may benefit from IWN's work.
- Represent IWN professionally and consistently, in line with organisational values and agreed messaging.
- Distribute informational materials and resources to women in the community.

## **4. Documentation and accountability**

- Keep accurate, timely records of all outreach activity, including contacts, support provided, and outcomes.
- To establish and agree objectives with the project manager and provide regular updates on progress towards achieving these
- Update relevant logs and systems in line with IWN procedures and data protection requirements.
- Provide brief written updates as required to support supervision, reporting, and organisational learning.

## **5. Working within the team**

- Work closely with the Community Development Officer to feed learning from outreach into programme development.
- Attend supervision, team meetings, and reflective spaces as agreed.
- Work within agreed working hours and rota arrangements, with availability planned in advance.

## **Person Specification**

### **Essential**

- Experience of supporting individuals through structured, professional one-to-one work.
- Ability to work with women from diverse backgrounds, including women from racially minoritised communities.

- Strong listening skills combined with the ability to maintain professional boundaries.
- Experience of signposting, navigation, or coordination with other services.
- Ability to manage a defined caseload and prioritise work within limited hours.
- Confidence in record-keeping, documentation, and following agreed processes.
- Commitment to feminist, anti-racist, and trauma-informed practice.
- Ability to travel in accordance with the requirements of the post

### **Desirable**

- Experience of community outreach or social prescribing.
- Knowledge of local services and support pathways in Cornwall.
- Experience of working within a small organisation or charity.

### **Values & Ways of Working**

All staff at IWN are expected to:

- Work within clear structures and lines of accountability.
- Balance compassion with professionalism and boundaries.
- Be open to supervision, feedback, and reflective practice.
- Act in line with IWN's values, policies, and safeguarding responsibilities.

### **Flexibility Clause**

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. As a term of employment, the post holder is therefore expected to undertake any other reasonable duties, as required, within their capacities and the scope of the post under the direction of the Project Manager.

### **Application Deadline:**

### **Equal opportunities**

Inspiring Women Network is committed to equity, inclusion, and representation. We welcome applications from women with lived experience relevant to this role and particularly encourage applications from racially minoritised women.