



# Pecan Recruitment Pack

**Pecan was established in 1989 as a response by the local churches to some of the social and emotional issues facing people in Peckham. Since then, the charity has provided practical and emotional support to people challenged with barriers such as unemployment, a criminal record, hunger, disability and even a lack of confidence in seeing an end to the difficult situations they face. Our heart continues to be in Peckham with an outreach across the borough of Southwark and other communities in our great capital city.**

*Pecan is a registered charity and a Company Limited by Guarantee, for more information on our history, please visit our website.*

## Our Ethos

As an inclusive Christ centred organisation, Pecan seeks to treat all people with dignity, openness and respect, demonstrating Jesus' grace and love in action. At the core of our Mission, Vision and Values is Kindness, Belief and Hope:

- Embracing diversity and loving every person for who they are
- Honestly building every person's confidence in their own unique capability
- Believing in the potential of each and every member of our diverse community
- Persevering alongside people through every challenge
- Starting, living, and ending every diverse and unique encounter in hope

[www.pecan.org.uk](http://www.pecan.org.uk)

Registered Charity number 801819



# PECAN'S PROJECTS



## Our Services

We currently have 30+ members of staff that work across our different teams and projects:

### Employment Support

We deliver contracted programmes that support up to 1,000 people in their journey to employment. The team runs various in-house trainings and workshops and work with external partners to deliver qualifications such as SIA and First Aid.

### Together

This Pecan project brings together a range of activities and services previously delivered by Pecan's HOurBank project, into a new Community Hub that aims to create a one-stop-shop for our community. You will find a warm place to sit, café sessions, coffee mornings, arts and crafts, advice, support, health and wellbeing activities, workshops, and information. You will also find a variety of community and social activities, as well as signposting and information about what is happening in the borough.

### Women's Services

The Southwark and Lewisham Women's Hubs offer safe, welcoming, one-stop-shop support for those affected by the criminal justice system, and for local women seeking support, information, and community. The service provides gender-specific and trauma-informed support, helping to equip women with the tools and resources they need in a relaxed and welcoming space. The service offers one-to-one advocacy support, group activities and training workshops.





# PECAN'S PROJECTS



## Peckham Pantry

This is a social supermarket which was piloted in 2019 one day a week and expanded to 6 days a week in 2020, during the pandemic. Members of the pantry pay £4.50 per visit which enables them to shop for around £15 worth of food including fresh meat, fruit and veg and store cupboard favourites. It is expected that the Pantry will reduce childhood obesity in Southwark through increased access to affordable healthy food.

## Southwark Foodbank

This project operates 5 days a week across Southwark to provide food in times of financial crisis. The core aim to help people to manage their way out of their situation through creating a friendly, welcoming place that offers free advice and signposting to other relevant support services. Working with the community, we help our service users tackle long-term issues, as well as the immediate crisis that led them to us. The project works within the local community to receive donations of time, food and finance from the general public, churches, mosques, schools and businesses without whom we could not serve the community.

Central Services; We cover various areas that factor into the operations of the organisation. These areas include Finance, Fundraising, Governance, Human Resources, Marketing, Office Coordination and Wellbeing.

We are governed by our **board of trustees** currently consisting of 8 members, and we also have around 100 volunteers who support our projects over the year.

Please visit our **website** for more details on our **team members** and services.

Launch of the Impact Report



# WHY WORK FOR PECAN



For thirty-five years, Pecan has been working in the community of Southwark supporting individuals to transform their life. We now seek ambitious, collaborative people passionate about our cause to join us at this exciting time. We are a very diverse employer and strongly welcome applications from people of all backgrounds. We offer multiple benefits including the following:

## **Flexible Working (right to request)**

- Standard 36-hour week
- Compressed hours
- Part – Time
- Flexible Pattern
- Flexible Location (remote)

## **Family friendly policy**

- Enhanced Sick Pay
- Excellent work life balance
- Dependents Leave
- 30 days Annual Leave
- Maternity and Paternity Benefits
- Death in service/ Life Assurance Cover (4 times annual salary)

## **Pension**

- Enhanced employer contribution 8%
- Option to employee increase %

## **Learning and Development**

- Personal development actively encouraged (Internal and external training programmes/ Regular appraisal and supervision)

## **Additional Benefits**

- Based in vibrant Peckham
- Certified Disability Confident Employer
- Supportive culture
- Accredited London Living Wage Employer
- In-house fruit and veg rota
- 4 team away days annually

## **Access to an Employer Assistance**

### **Programme (EAP) vis Croner & Perkbox**

- Health Assured provides a confidential counselling service 24 hours a day, 365 days a year to Pecan employees and volunteers.
- Counsellors are members of The British Association for Counselling and Psychotherapy and are covered by their code of Ethics and Practice.
- Pecan staff have access to Medical Solutions 24/7 confidential health helpline which provides direct access

## **Access to Wellbeing programmes**

- External clinical supervision sessions
- Internal wellbeing activities
- Regular prayers/reflection together
- Staff socials

## **Access to:**

- Up to £100 contribution towards the cost of glasses
- Cost eye test
- Bike to work scheme
- Perkbox membership





# JOB DESCRIPTION

<b>Title</b>	Women's Service Community Advocate
<b>Team</b>	Women's Service
<b>Reporting to</b>	Women's Service Manager
<b>Hours</b>	3 days, 21.6 hours per week (Part time), Tuesday to Thursday
<b>Salary</b>	£29,696.33 pro rata p/a, + 8% Employer Pension Contribution
<b>Contract</b>	Fixed Term 1-Year Contract (with potential for extension)
<b>Holiday</b>	38 days including bank holidays and mandatory holidays (Christmas closure) pro rata
<b>Location</b>	Southwark and Lewisham - this role is fully office based

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010. Pecan strongly encourages applications from women from minority ethnic groups and women with direct experience of the criminal justice system.*

## **Pecan. Bringing people together. Telling powerful stories. Making an impact.**

Pecan is a community development charity working in Peckham, south London, to support local people who face deep social and economic disadvantage. We walk alongside people affected by poverty and hardship, unemployment, the asylum system and the criminal justice system, helping them to build confidence, skills and new possibilities. We advocate for those we work with, challenging inequality and injustice at a local and national level to provide hope and belief in a better future for our community. All of our work is shaped by our values of kindness belief and hope.

### **About the role**

We offer 1:1 Advocacy and Casework to women who are exiting the criminal justice system, women at risk of entering the criminal justice system, and other women at multiple disadvantage with complex needs in the boroughs of Southwark and Lewisham. Our hub spaces provide a safe space for women in the boroughs, where they can make new social connections and build their confidence through our programme of workshops.

Your role will enable women in Southwark and Lewisham to access trauma informed advocacy, support, advice and signposting services with a focus on mental health, finance and debt, housing, and substance use. You will be co-located in Women's Hubs in Southwark and Lewisham, providing support to women in the community and those leaving custody, and assisting them to access wider-borough services. By providing 1:1 advocacy for your clients, you will assist the organisation in transforming the lives of the most disadvantaged people in our community.





## **Main Responsibilities**

### **Client Care**

1. Provide advocacy, emotional and practical support to women referred to our services.
2. Undertake an initial risk and needs assessment of women to develop and record an individual support plan with service-users.
3. Work with a collaborative multi-agency approach to support women.
4. Liaise with appropriate local and partnership agencies based upon the identified needs and in consultation with the client, utilising a range of different methods.
5. Utilise communication skills and be proficient in client advocacy.

### **Communication**

1. Use a variety of strategies to communicate effectively with service-users, prison and probation staff, external organisations, and the general public.
2. Be responsible for establishing and maintaining professional relationships with relevant statutory and voluntary sector agencies.
3. Establish and maintain good working relationships with other members of Pecan Women's Services staff team, including organising and attending meetings as appropriate, actively participating and disseminating information to colleagues.

### **Administration**

- Maintain accurate, confidential service-user records of interaction, interventions, and contact details.
- Provide monitoring and evaluation data for reports, working within set deadlines.
- Participate in the maintaining of information on relevant referral agencies.
- Maintain an up-to-date knowledge and awareness of developments in public policy and legislation regarding Women at multiple disadvantage.

### **Other Duties**

- Participate in regular supervision and annual development reviews, and attend Pecan team meetings as and when required.
- Help to identify your own job related development and training needs.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Pecan's code of conduct, confidentiality, safeguarding and equity, diversity and inclusion policies.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Pecan.

The above description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.





# PERSON SPECIFICATION



We are looking for someone who is passionate about social justice for women, takes initiative and brings a positive, collaborative energy to their work. You don't need to have charity experience - just transferable skills and a willingness to learn. *For more details, please see Appendix 1 below.*

## **You will have experience and knowledge of:**

- Disadvantages specifically faced by women and strong commitment to achieving equality for women.
- Providing advocacy /support / case work (desirable).
- A relevant qualification (desirable).
- Prison and/or probation services (desirable).
- Working within a women's specialist services (desirable).
- Lived experience of the issues our clients face (desirable).
- Working with disadvantaged groups (desirable).
- Dealing with people from range of backgrounds and cultures (desirable).
- Understanding the charity sector (desirable).

## **You will also bring:**

- Excellent interpersonal skills including ability to sensitively manage issues arising with clients.
- Ability to communicate and motivate both verbally and in written media.
- Ability to work under pressure and meet deadlines, with good attention to detail.
- Ability to work unsupervised to be self motivated.
- Ability to competently use a range of ICT packages.

## **You will also be:**

- Interest in community work, social justice and Pecan's mission and values.
- Commitment to equity, diversity and inclusion.
- Flexible and adaptable.
- Encouraging and resilient with a strong positive attitude.
- Resourceful and imaginative, bringing creativity to the role.
- Ability to review the effectiveness of your actions and learn from your mistakes.

You don't need to be a practicing Christian, but you should feel comfortable working in a faith-rooted organisation and your values should align with ours. We welcome applications from people of all backgrounds and actively encourage people from underrepresented communities to apply.





# PERSON SPECIFICATION

## Why Join Pecan?

- We're a meaningful, values-led charity with a 35-year legacy of making a real difference to the lives of local residents in Peckham, south London.
- A welcoming team that genuinely cares about the people and communities we serve.
- A varied role that supports your growth across events, comms and supporter engagement.
- A flexible and supportive team culture
- Part-time hours and hybrid working options to suit your needs.
- Care for the wellbeing of all our staff and volunteers.

*"There is so much I love about working for a women's service, but the thing I enjoy most is working in this team. Supporting the most vulnerable women in society is challenging work, but it's easier with such caring, passionate and inspiring colleagues around you."*

Cat Millar, Women's Service Manager

## Further Information

- All offers to join Pecan are subject to satisfactory references and a DBS check, which is standard policy for all staff and volunteers. Having a record will not necessarily disqualify you from acquiring the post.
- Pecan is committed to equity, diversity and inclusion, and to recruiting with care, safeguarding and promoting the welfare of vulnerable people, and expects all staff and volunteers to share this commitment.
- We are a disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria as laid out in this job description.
- All staff are expected to adhere to Pecan's code of conduct, confidentiality and data protection policies.
- An induction will be given for all new staff, which will cover best practices, staff and volunteer responsibilities and an overview of key policies.
- There is a 6-month probation period for this role.

## How to Apply

1. Please submit your CV and a short cover letter (maximum 1 page) explaining why you are interested in the role and how you meet the person specification to **CharityJob** by **Wednesday 4<sup>th</sup> June 2025 9am**.
2. Shortlisted candidates will be invited to interview on the week commencing Monday 9<sup>th</sup> June 2025, Details TBC.

If you would like to discuss access needs or adjustments to the recruitment process, we would be happy to support you. All recruitment queries should be directed to **hr.support@pecan.org.uk**. To be directly informed about all of our career opportunities, please keep an eye on the **vacancies page** of our website, or join our **careers mailing list**. We look forward to receiving your application!





# Appendix 1



## Person Specification - Women's Service Community Advocate

Experience & Knowledge	Essential	Desirable
Thorough understanding of disadvantages specifically faced by women and strong commitment to achieving equality for women	x	
Experience of providing advocacy / support / case work		x
A relevant qualification		x
Knowledge and understanding of prison and/or probation services		x
Experience of working within a women's specialist service		x
Lived experience of the issues our clients face		x
Experience of working with disadvantaged groups		x
Broad experience of dealing with people from a range of backgrounds and cultures		x
Understanding of charity sector		x

Skills & Abilities	Essential	Desirable
Excellent interpersonal skills including ability to sensitively manage issues arising with clients	x	
Ability to communicate and motivate both verbally and in written media	x	
Ability to work under pressure and meet deadlines, with good attention to detail	x	
Ability to work unsupervised to be self motivated	x	
Ability to competently use a range of ICT packages	x	

Values & Personal Qualities	Essential	Desirable
Interest in community work, social justice and Pecan's mission and values	x	
Commitment to equity, diversity and inclusion	x	
Flexible and adaptable	x	
Encouraging and resilient with a strong positive attitude	x	
Resourceful and imaginative, bringing creativity to the role	x	
Ability to review the effectiveness of your actions and learn from your mistakes	x	