

26th May 2025

Women's Aid Recruitment Pack

High Risk Support Project
Dublin Metropolitan
Region Project Leader

Women's  Aid

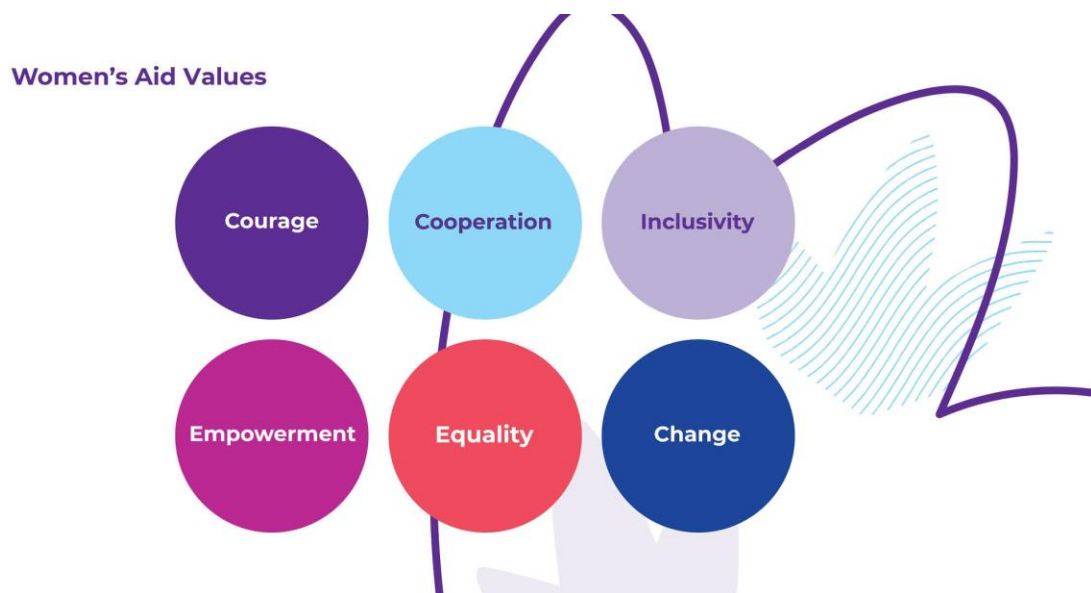
Table of Contents

About Women's Aid	2
About the Services Department.....	3
Services Team Structure	4
Benefits of Working with Women's Aid	4
About the Role	5
Purpose of the Role	6
Duties and Responsibilities	6
Competencies and Skills	8
How to Apply	10

About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse, including coercive control. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

Women's Aid Values



To achieve our purpose and vision of zero tolerance of domestic abuse and all forms of violence against women Women's Aid:

- Acts with **courage** to boldly challenge patriarchal systems, structures, and attitudes in all aspect of our work.
- Works in **co-operation** to share knowledge, skills, and expertise to achieve shared goals and improve responses to domestic violence and abuse.

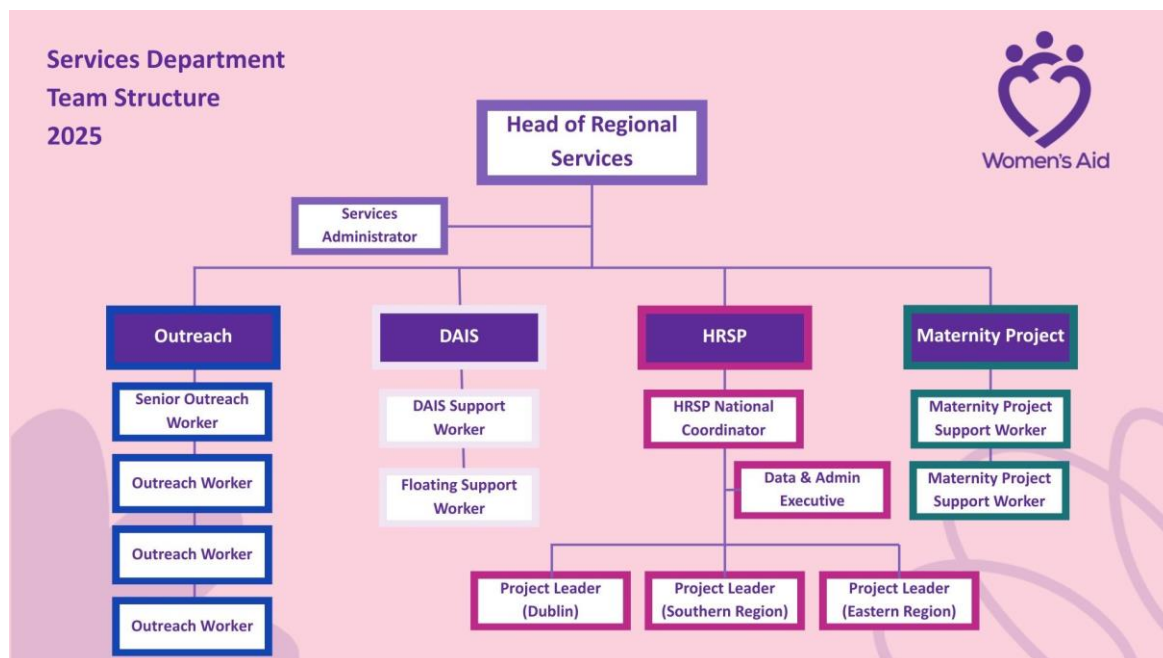
- Strives to embed **inclusivity**, diversity, and accessibility across all our work.
- Seeks the **empowerment** of women to exercise agency on their own behalf as a right, whatever their circumstances.
- Believes that achieving **equality** in status, rights and opportunities for all women is essential to address the causes and consequences of domestic violence and abuse.
- Works to achieve positive **change** for everyone through a combination of individual, community-based and social action.

Our vision is an equal Ireland with zero tolerance of all forms of violence against women, including domestic abuse. For more information read our [current Strategic Plan](#).

About the Services Department

The Services Department offers face-to-face supports to women subjected to domestic violence and abuse, through our one-to-one casework support, the Domestic Abuse Information and Support Service in Dolphin House, The Maternity Project Outreach Service and the High Risk Support Project.

Services Team Structure



Benefits of Working with Women's Aid

- **Annual Leave:** Annual leave entitlement is 25 days per annum pro rata.
- **Privilege Days:** Good Friday and Christmas Eve.
- **Pension:** Women's Aid operates a contributory pension scheme which all employees may join after 6 months in the organisation.
- **Maternity Leave:** Women's Aid will pay full salary (less Social Welfare benefits) for the period of the 26 weeks paid leave (subject to 1+ year service).
- **Parents' Leave:** 9 weeks' leave topped up to full salary during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family for eligible employees.
- **Employee Assistance Programme:** Women's Aid provides an extensive employee assistance programme.
- **Death in Service Benefit:** Available for all employees to the value of 2 years' salary.

- **Trade Union Membership:** The staff of Women's Aid has an option of joining the recognised representative Trade Union Forsa.
- **Training Allowance:** Annual allowance for staff members to undertake training to enhance skills and expertise (subject to budget availability).
- **Travel Supports:** Bike-to-work schemes and tax saver commuter tickets.
- We also offer a range of other supports, including paid leave for employees experiencing **menopause, problematic periods** or subject to **domestic abuse**.
- **Equality and Diversity:** Women's Aid is committed to the promotion of equal opportunities and cultural diversity.
- **Lived experience:** While lived experience as a survivor of domestic abuse is not a requirement for any role in Women's Aid, we welcome applications from suitably qualified individuals with lived experience.

About the Role

- **Reference:** HRSPDMR25 (please cite in all communications with Women's Aid).
- **Reports to:** High Risk Support Project National Coordinator
- **Contract:** Permanent contract, subject to successful completion of probation and subject to available funding
- **Hours:** 35 hours per week. Women's Aid's full-time working week is 35 hours (excluding lunch). Core working hours are ordinarily between 8am and 6pm Monday to Friday, unless a role requires different contracted hours. Flexibility may be required.
- **Location:** Primarily based at Women's Aid head office in Dublin. Women's Aid operates a Hybrid Working Policy and a percentage of hybrid working will be considered upon application.
- **Salary:** €51,734. This role sits on the Women's Aid Project Lead Pay Band of €34,891-€59,710.

About the High Risk Support Project

The High Risk Support Project (HRSP) provides a multi-agency response to women at high risk of ongoing abuse and homicide from their ex-partners. This unique and innovative project is embedded in Women's Aid One to One Support Services. The HRSP has developed, since its initiation in 2013, to operate in 2025 across the Greater Dublin area (Dublin Metropolitan Region, DMR), the Eastern Region, and the Southern Region, with well-established practices and procedures among key partners.

Women's Aid partners with An Garda Síochána local domestic abuse services to deliver a coordinated rapid response system for women and families. The High Risk Support Project supports and empowers women to feel safer and to begin rebuilding their lives free of constant fear. Referrals of appropriate candidates for participation in the HRSP are received from the Gardaí or other domestic abuse services with whom Women's Aid has an established Memorandum of Understanding for this purpose. Women's Aid is generously supported by Cuan, the Domestic, Sexual, and Gender-Based Violence Agency and Vodafone Ireland.

Purpose of the Role

We are seeking a positive, pro-active, and motivated team player to have responsibility for delivering and overseeing the High Risk Support Project in the DMR, developing and maintaining strong partnerships with domestic abuse services and the Gardai, and ongoing contact with service users from referral to case closure. The HRSP DMR Project Leader will not replace a woman's designated Outreach Support Worker; the project will complement existing support work provided in order to enhance her safety.

Duties and Responsibilities

- To develop and sustain positive partnerships with domestic violence and abuse services and designated Gardai in the DMR.

- To establish clear and effective systems for communication to be consistently maintained with and by all key partners.
- To assist the HRSP National Coordinator in agreeing Memorandums of Understanding with local domestic violence services, as appropriate.
- To deliver training as required to key personnel within partner DV organisations to ensure understanding of referral criterion, ongoing contact requirements with women and data sharing procedures between all project partners.
- To receive and process all referrals from domestic violence services in the region with whom we have established a MOU; assessing suitability based on project criteria; carrying out risk assessment meetings and liaising with relevant Garda personnel, to ensure timely and efficient access to the project.
- To liaise with partner agencies on all technical issues as they arise.
- To sustain positive collaborative relationships with designated Gardai, including through regular Operational Meetings and participation in training delivery.
- To sustain positive, collaborative relationships with partner domestic violence services including the convening of quarterly meetings and ongoing communication regarding relevant updates for current service users.
- To ensure adherence to protocols for collaborative case management with gardai and domestic violence services, including the referral process, risk assessment, data collection, information sharing, and case closure.
- To input all client related data on the E-Safe Database, ensuring adherence to all data collection and entry policies and procedures.
- To maintain contact and carry out ongoing risk assessment with service users and their primary domestic violence support service from point of referral to case closure.
- To clearly articulate and communicate the policies and procedures of the High Risk Support Project, how the project integrates into women's

safety plans, as well as service user criteria and responsibilities to both service users and domestic violence support services.

- To collate, prepare and provide regular and accurate quarterly, six monthly and yearly reports and statistics on service activity and impact, including seeking and reporting on service user feedback, and identifying new project trends that may emerge.
- To assist the HRSP National Coordinator to sustain positive relationships with project funders and supporters.
- To support a shared annual leave cover roster in co-operation with other HRSP Regional Project leaders to ensure continuity of cover throughout the country at all times (note: this may be cover provided remotely).
- To ensure GDPR and Child Protection Protocols are maintained at all times.
- To provide information and feedback on the presenting needs of service users, to the wider organization.
- Working as part of a small dynamic team a degree of flexibility will be required.

Other Duties:

- Attendance at organisational, team and one to one supervision meetings with Line Manager as scheduled.
- To attend internal and external training and events as required.
- To perform other duties appropriate to the job as may be assigned from time to time by the HRSP National Coordinator.
- Promote the overall aims and values of Women's Aid.

Competencies and Skills

Essential

- Minimum of 2 years' direct experience of working with women experiencing domestic abuse.
- A gendered analysis of Domestic Violence and Abuse.

- Knowledge and understanding of the barriers women who have experienced abuse face on their journey for help seeking with statutory agencies.
- A full clean drivers license, and access to own vehicle during core office hours.
- Consistent and high quality broadband and internet access to facilitate remote working is essential to fulfill this role.
- Comfort and experience of working both collaboratively as part of a diverse team, and also autonomously and on own initiative.
- Experience and ability to work collaboratively and sustain strong partnerships with statutory and non-statutory agencies including leading on stakeholder meetings.
- Excellent organizational and time management skills including meeting required deadlines and in the context of a busy, demanding role.
- Strong administrative skills for data collection and safe maintenance of records and experience in using client record management databases.
- Strong communication and report writing skills.
- Ability to actively manage own self-care in a stressful and demanding work environment.
- Flexibility and willingness to work additional hours and travel to other regions when requested and required.

Desirable Criteria:

- Experience of carrying out ongoing domestic violence risk assessments.
- Experience in advocacy work with statutory agencies on behalf of women.
- Experience of using databases, particularly Salesforce or similar Client Management Systems.
- Understanding of complex needs for survivors of DSGBV trauma.

How to Apply

Application Form: Application forms, clearly referenced **HRSPDMR25** in the subject line, should be sent by email only to Ana Senesi at ana.senesi@womensaid.ie.

Please note that only application forms are accepted. CVs will not be considered.

Closing date: Monday, 23rd June at 5:00 pm

Interview schedule: It is anticipated that first round interviews will be held during the week starting 30th June 2025.

Additional information

Right to work in Ireland: All applicants must have the right to work in paid employment in Ireland. Verification of this right will be required by Women's Aid.

Personal Identification: It is employer policy to seek personal identification of all employees in the form of a recognised form of photo identification (e.g. passport, drivers' licence or public services card).