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Welsh Women's Aid
Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

October 2026

Dear Applicant,

Re: Progression Model Strategic Navigator

Thank you for the interest you have shown in the above post and in joining Welsh Women's Aid (WWA). For more information about our work, please see below or visit our website:

www.welshwomensaid.org.uk.

This document includes:

- Detailed job description, key tasks, and person specification (pg. 2)
- Working at Welsh Women's Aid (pg. 4)
- Recruitment process (pg. 5)
- Welsh Women's Aid Values, vision, and mission. (pg. 7)

Closing date: Tuesday 3rd November 2026

Interviews: Monday 9th & Tuesday 10th November 2026

Yours faithfully,

Emily Watson
HR & Workforce Wellbeing Manager
Welsh Women's Aid

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
Tel: 02920 541551
info@welshwomensaid.org.uk | www.welshwomensaid.org.uk

Welsh Women's Aid is a registered charity in England and Wales, No. 1140962
and a company limited by guarantee registered in England and Wales, No. 07483469



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Person Specification

Essential Skills:

- Management qualification, degree or ability to evidence equivalent learning from relevant work experience.
- Working in service management / project management role or equivalent.
- Developing and managing effective working relationships with a range of internal and external stakeholders.
- Developing strategic and operational work plans, writing project plans, progress reports, evaluations and briefings.
- Experience of evidence gathering as well as service development and improvement.
- A comprehensive understanding of violence against women, domestic abuse and sexual violence within an equality, human rights and safeguarding framework.
- Understanding of the experiences, needs and effects of domestic and sexual abuse on survivors, women and children who have suffered different forms of abuse.
- Service delivery models, policy and legislation that relate to domestic abuse, sexual violence and criminal justice.
- Understanding of the current political context, infrastructure and commissioning processes in Wales including legal systems, child protection etc.
- Strong understanding of project management practice, and of setting impact measures and indicators.
- Excellent verbal and written communication skills and to deliver complex messages to a wide range of audiences.
- Excellent time management skills, ability to work under pressure and to meet tight deadlines.
- Proven IT skills including use of Microsoft Teams, Outlook, Word and Excel.
- Evidence of commitment to the values, vision and mission of Welsh Women's Aid.
- High levels of professional integrity and clear boundaries.
- Proactive, adaptable and solution-oriented with a positive approach.

Desirable Skills:

- Experience of working on equality, human rights and/or violence against women or children.
- Knowledge of the practical application of impact measures and indicators
- Project management qualification
- Bi-Lingual in Welsh and English, both spoken and written.

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Ensure Policy, Legal and Regulatory Compliance:

- Ensure Welsh Women's Aid works within relevant legal and regulatory frameworks with a particular focus on safeguarding, health and safety and quality assurance frameworks, undertaking risk assessments for activities as required.
- Ensure Welsh Women's Aid complies with the law and best practice in respect of data protection for manual and electronic records.
- Actively seek to comply with the law and best practice in relation to equal opportunities and ensure the continuing commitment of Welsh Women's Aid to the provision of equal opportunities in all aspects of its work in line with our values.

General Responsibilities:

- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training, and meetings as required and assist in the development of services in line with agreed development plans.
- Take directions on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Contribute to the organisation of conferences or events organised by WWA as required.
- Responsible for undertaking any other duties appropriate to the post.

Our Commitment to Safeguarding and Recruitment:

We are committed to safeguarding and promoting the wellbeing of children, young people and vulnerable adults, and we expect all staff, volunteers and contractors to share this commitment.

Our recruitment and selection processes are designed to prevent, identify and reject unsuitable candidates. We follow safer recruitment practices and carry out appropriate pre-employment checks on all successful candidates. These may include:

- Verification of identity and right to work in the UK.
- Checking of professional qualifications and registrations, where applicable.
- Receipt and review of satisfactory references.
- Checking of employment history and investigating any gaps in employment.

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- Carrying out detailed checks by the Disclosure and Barring Service (DBS), where relevant. This includes checking against relevant exclusion lists and restraining orders, where applicable.

All applicants will be treated fairly and consistently throughout the recruitment process.

We are committed to creating an inclusive environment where safeguarding is at the heart of all our employment practices. Any concerns raised during the recruitment process can be discussed with the candidate and may result in the withdrawal of an offer of employment.

Working at Welsh Women's Aid

In addition to a competitive salary, most of our roles can access the following:

Health & wellbeing:

- Contributions to optician check-ups.
- Access to a 24-hour employee support service, including access to in person/online counselling, legal & financial advice and other benefits.
- Clinical supervision sessions to support you in delivering your role.
- Regular team catch ups (virtual and in person) to get to know colleagues and peer support.

Pension:

6% employer pension contribution following completion of a 6-month probation period.

Time off:

25 days of annual leave per year (pro rata), plus additional days in recognition of all recognised bank holidays. Overtime is unpaid; time off in lieu is to be taken in collaboration with your line manager.

Personal learning & development:

WWA supports staff in identifying and pursuing opportunities to attend or undertake training and personal development opportunities. This can include, but is not limited to, training courses, conferences, access to learning materials and secondments.

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Variation clause:

Welsh Women's Aid reserves the right, following full and reasonable consultations with the members of staff and their trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of the current workload with the agreement of the Executive Board and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. The post holder is expected to produce regular reports for monitoring and review by their line manager and Chief Executive as required.

Recruitment Process

Applying for a job with Welsh Women's Aid:

Diversity, equity, and inclusion is at the heart of our recruitment process, as a result we use a person-centred approach. This means we do not use CVs in our application process. Instead, we believe in hiring the right person with the right skills, something not always reflected in a CV. Our application process aims to give you a chance to tell us about previous experiences and current skills that match our essential criteria for the role.

Before you fill in the application form look at the person specification (pg. 2) and decide how to relate your skills, knowledge, and experience to each point. We believe in the value of transferrable skills, so if you've got previous experience that demonstrates a skill, knowledge or understanding in the person specification tell us about it! It doesn't have to be previous paid work either, it could be a volunteer opportunity, a community commitment or even responsibilities or duties you have picked up in the home.

To be considered for an interview you will need to tell us how your skills, knowledge and experience match the essential criteria from the knowledge.

Ways to apply for a role at Welsh Women's Aid:

There are 3 different ways you can apply for one of our open roles:

- By completing an online application form using the links on our website [here](#).
- OR click [here to download an MS Word version of the application](#) and submit it by email to recruitment@welshwomensaid.org.uk.

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- OR request a paper copy by emailing recruitment@welshwomensaid.org.uk.

Shortlisting:

After the closing date, the application forms are considered very carefully to see how each person's skills and experience relate to the skills and experience in the person specification. Applicants who best meet these requirements are shortlisted for interview. Applications are anonymized prior to shortlisting to reduce bias and only the relevant sections are seen by the shortlisting panel. Whilst we have an equal opportunities form included in our application process this is not seen by the panel and is merely used to inform our recruitment reports.

Interviews:

The interview panel is normally made up of two or three people who ask each candidate questions covering the relevant criteria, to allow you to expand on your application and show how you meet the essential requirements of the post. Depending on the role, you may be asked to complete a task/presentation either at or before the interview. You will have the opportunity to ask questions about the job and about working at Welsh Women's Aid at the end of the interview.

Panel members keep a record of their assessment of each applicant so that the reasons for their decision are clear and consistent.

Feedback:

If you are unsuccessful and feel that feedback on your interview would be helpful in applying for other jobs, please contact us at recruitment@welshwomensaid.org.uk and a member of our recruitment team will arrange this for you.

Due to the nature of the work we undertake, working for WWA is a rewarding but potentially challenging environment. Our HR and Recruitment team are available if you would like to have an informal chat about the role or if you have specific accessibility requirements you want to discuss with a member of our recruitment team, you can call us on 02920 541 551 or send an email requesting a call-back to recruitment@welshwomensaid.org.uk.

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Our vision and purpose

We want a world in which women and children live free from domestic abuse, sexual violence, and all forms of violence against women, and by doing so achieve independence, freedom, and liberation from oppression.

Our values and approach

Welsh Women's Aid is a feminist organisation, and our values are founded on commitments to human rights, anti-discrimination, and freedom from oppression. We endorse global evidence that violence against women, domestic abuse and sexual violence is gendered, a cause and consequence of the unequal position of women and girls in society, a violation of human rights, and is entirely preventable.

Our approach is founded on the following value-base:

We are feminist and value diversity of lived experiences – we amplify diverse voices, recognising that identities and life experience impact on experiences of abuse and access to support, safety, and justice. We advocate ending violence against women and girls alongside the liberation of all women and girls from multiple oppressions like sexism, racism, classism, homophobia, ageism, ableism, transphobia, to attain social justice for all.

We promote integrity – we are accountable, and place survivors' voices and their lived experiences central to our work. We encourage respect, transparency and learning from experience, we challenge misuse of power and promote social responsibility in all we do.

We collaborate – we work with survivors, specialist services, other organisations, individuals, and communities, to capacity-build services and to evidence and deliver what works in preventing violence against women, domestic abuse, and sexual violence.

We empower – we advocate a rights-based approach so that all women and children can achieve their full potential, and we promote services led by and for women/minoritised groups as being vital to meeting needs and to achieving social, economic, and political liberation from patriarchy, racism, and other oppressions.



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We transform – we are committed to challenging inequalities and discrimination, to combining high-quality services with activism for social change, and building a movement that ends violence against women and girls and liberates women and girls from multiple and intersecting oppressions to benefit everyone.

Our values and approach underpin our work nationally and that of our members. We are committed to building Change That Lasts which supports survivors of all forms of violence against women, and their children, to build resilience, and leads to independence through a strengths-based, needs-led, trauma informed approach to all our work. To read about our values, mission, and approach in more detail or the Change That lasts model head to our website.

[Vision, mission & values: Welsh Women's Aid \(welshwomensaid.org.uk\)](https://welshwomensaid.org.uk)

[Change That Lasts: Welsh Women's Aid \(welshwomensaid.org.uk\)](https://welshwomensaid.org.uk)

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