



**Job Title:** ICOS Women Project Worker (Female)

**Contract Duration:** Until 31<sup>st</sup> December 2027 (16 hours per week) – May be extended subject to funding

**Hourly Rate:** £13.45 per hour

**Start Date:** June 2026

**Work Schedule:** Flexible working hours, during office hours (9am-5pm Monday – Friday)

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### **Role Description:**

The project is focused on vital support for migrant women in Sunderland and the surrounding area. You will provide reliable, holistic and proactive help, advice and guidance with accessing vital services to women who have been impacted by the cost-of-living crisis, such as housing, welfare benefits, employability and supporting women with reaching their long terms goals, empowering women, and supporting them with any barriers they might face. You will also be responsible for record keeping including, inputting data and recording details of appointments, outcomes and support provided using internal data management system.

The ICOS Women Project Worker will work closely with the Community Development Officer.

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### **Person Specification Essential:**

Candidates should possess the following skills and attributes:

- You should have excellent communication skills. With excellent literacy, numeracy and IT skills – including use of MS Office and email.
- Be committed to equality and diversity, and able to work with people from a range of different backgrounds
- Applicants should be empathetic
- Have excellent organisational and time keeping skills
- Friendly and approachable
- Interest in reducing inequalities faced by migrant women and have an understanding of challenges women might face with accessing services
- Ability to work both independently and as part of a team



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### Person Specification Desirable:

- A knowledge of one or more languages is desirable
- Casework/advocacy/advice experience preferred

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### Training and Support:

Successful candidates will receive free training in the following areas:

- Data management system (internal)
- Mandatory participation in Level 2: Safeguarding training, Equality and Diversity, and GDPR Training
- Domestic Abuse Training
- Mandatory: Level 2 Information, Advice and Guidance
- DBS check will be required
- Opportunity of being trained up as a Level 1 Immigration Advisor

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### Benefits of working for ICOS:

- Flexible hours to be agreed with you
- Opportunities to develop and grow through training and leadership
- Working as part of a friendly and supportive team
- Access to free counselling
- Paid breaks
- A progressive holiday package, with the number of paid holidays per year increasing with the with length of service
- We are a Living Wage Employer. Your salary will increase every year, at least with line with the living wage, as set as the Living Wage Foundation

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### How to Apply:

To apply for the ICOS Women Project Worker position, please send your CV and a covering letter explaining why you would like to be a project worker for the ICOS Women Project to:



- Julia Wysocka – [julia.wysocka@icos.org.uk](mailto:julia.wysocka@icos.org.uk)

**Deadline for applications: 12pm on 18/05/2026. No applications will be accepted after this point.**

**Interviews will be held week commencing: 25/05/2026**

In case of any questions please contact Julia on 07942583833

We look forward to receiving your application!