Work for LANCASHIRE WOMEN

Registered Charity: 1100976

Job Title:
Caseworker

Closing Date:
Tuesday 17th November



Who We Are

Lancashire Women are a leading charity with the core vision of creating a Lancashire where all women are valued and treated as equals.

With over four decades of experience, Lancashire Women work from our mainly women centres to provide safe, dedicated space for women across the county. We bring together a number of services under one roof- all designed to support women who at any one time may be dealing with a range of issues including: social isolation and exclusion, homelessness, poverty, mental ill-health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs.

Our Values

We believe our values need to be translated from the ideals we profess into tangible behaviours which can be operationalised and measured. This way, our teams know and understand how best we can achieve the outcomes and change for the women we work with. Our commitment is to ensure everyone in LW knows and understand the part they have to play and how they can bring our values into their work.

Empower

We work to build on the strengths that all women & girls have, so that they can become more confident; especially in controlling their own life and claiming their rights.

Non-judgemental

We accept each woman exactly as they are and genuinely make no moral judgement about their situation.

Collaborative

We try to be real with all the women & girls we work with so they can have choices about their lives, knowing that they will need courage to make changes that will benefit them and those around them.

Creative

We know we learn more and can achieve more when we work together.

Honest

Creative in our approach to supporting women & girls and seeking solutions with them for the challenges.

About This Role

Location: Preston

Job Title: Caseworker

Reporting to: Team Lead

Salary: SP25, £27,779.19 per annum

Hours: 37 hours per week

Contract: Until April 2027, subject to further funding

Overview

Lancashire Women's Justice and Safety team is expanding and developing their provision across the county, with a key focus on establishing links with recovery services across the county and improving female-specific pathways for our clients with substance misuse issues.

The overarching aim is to improve engagement and referrals into Recovery Services and develop a female-specific pathway for our clients involved in the Criminal Justice System. These roles will enhance the work already being delivered within the Justice and Safety Team. The posts will involve partnership working with recovery services across Lancashire and within HMP Styal with some responsibility around reporting outcomes.

Roles & Responsibilities

The post holder is required to have a driving license and access to a car. As well as the expectation of completing gate pickups from custody. As well as this, the post holder is also required to have an enhanced DBS check and vetting is required.

Main Duties

- Provide one-to-one support and groupwork in order to meet client's needs in a variety of settings (centre-based, outreach, prison), as required.
- Increase integration and improve care pathways for females requiring substance misuse treatment services.
- Work flexibly and responsively to develop innovative ways of engaging vulnerable females.
- Actively develop a collaborative approach to assessing and managing risk, escalating concerns to line management as appropriate.
- Develop and support clients, using a trauma-informed approach, to support and sustain recovery, and reduce the likelihood of relapsing or re-offending.
- Prepare and maintain appropriate records of client work on Lancashire Women services data capture systems as required, ensuring adherence to timescales as per project specifications.
- Establish links and referral pathways with local recovery services.
- Conduct safety plans in a person centred way that supports risk management.
- Support the development of service based recovery communities and develop a female specific pathway into services from prison, in the community and as a diversionary activity.
- Be aware of potential safeguarding issues. Record and report and concerns to internal safeguarding lead in a timely and effective way.
- Work with partner agencies, criminal justice system organisations and Substance Misuse treatment services to jointly develop female-specific solutions for providing alcohol and drug support services.
- Ensure the timely and accurate collection, recording and reporting of specified data.
- Engage with training and development which will enhance service delivery.

General Requirements

- Continually seek to advance own professional skills and the business as a whole, identifying opportunities and areas for improvement
- Act as Lancashire Women brand ambassador
- Use CRM systems to ensure efficient analysis and storage of information.
- Adhere to and keep up to date with GDPR regulations, information security policies and procedures and relevant practitioner codes of conduct.
- Ensure that standards of health and safety are maintained.
- Work flexibly as and when required and to support other team members as needed.
- Uphold the policies and ethos of Lancashire Women at all times.
- Carry out such other duties as may be required in line with the nature of the post.
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This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications		
1.1	2 years' of working with clients with multiple & complex needs.	Essential
1.2	A good standard of education and interpersonal skills	Essential
Past Duties		
2.1	Past duties of recording and reporting of specified data	Essential
2.2	Working in partnership and multi-agency working to meet the needs of clients and the organisation	Desirable
2.3	Past duties working on assessment, action planning and risk assessment	Essential
Skills & Knowledge		
3.1	Knowledge of Substance Misuse Issues	Essential
3.2	Good use of IT equipment and administrative & organisational skills	Essential
3.3	Knowledge of safeguarding and related processes	Essential
3.4	Excellent communication skills (verbal and written)	Essential
3.5	Ability to motivate women to value their skills and abilities	Essential
3.6	Ability to work as part of a team and on own initiative	Essential
3.7	An understanding and commitment to the ethos of Lancashire Women	Essential
3.8	An empathy with those suffering discrimination and disadvantage, together with a good understanding of professional boundaries	Essential
3.9	Experience and / or Knowledge of the criminal justice system	Desirable
3.10	Must have a driving licence, use of a car and willingness to travel (Although this role is based at our Preston centre, there is an element of travel involved. There will also be an expectation to travel to HMP Styal in Wilmslow, as and when required)	Essential
Personal Attributes		
4.1	The promotion of equality of opportunity and good working relations	Essential
4.2	Ability to work as a team and on own initiative	Essential
4.3	Understanding and commitment to the ethos of Lancashire Women	Essential
4.4	Enhanced vetting & DBS check	Essential

Employee benefits include:

- A chance to work in a rewarding, ethical and agile environment where every day you are making a genuine difference to the lives of women and girls across Lancashire.
- Employer Pension Scheme.
- Wellbeing support.
- Access to range of support services such as money advice etc.
- Flexible working/work life balance.
- Access to a healthcare plan.
- Birthday day off every year.
- Childcare vouchers/ salary sacrifice.
- An opportunity to work in an Organisation where you are truly valued and integral to our every day operations.
- Be involved in an organisation which puts service users and co design at the centre of all we do.

What our team think:

- *'I began to volunteer and immediately felt at home. I changed my study plans and applied for the role.'*
- *'I joined as a volunteer which opened the opportunity for a paid role. I wanted to be part of the support LW offers to make the difference in society, and have not looked back. LW offers great flexibility and home work life balance.'*
- *'I had heard about LW so many times and not once was there a negative comment. This prompted me to see what they were about and i must say i am not disappointed.'*
- *'Team work is the core. We are supportive of each other, pro-active and work well together'*

Apply now!

https://lancashirewomen.org/about-us/careers

To apply, please complete our application form -

Recruitment – Application Form.

Got a question about this role?

Please email us at: recruitment@lancashirewomen.org

Closing Date: 17/11/2026

Interview Date: 26/11/2026

Exempt under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975. This role is open to female candidates only.

Help make a difference to the lives of women across Lancashire.