



Registered Charity: 1100976

Job Title:
Justice & Safety Team Lead

Closing Date:
Tuesday 13th October 2026



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 delivery draws upon four decades of practical experience in supporting women, and is an approach recognised nationally for its effectiveness and impact.



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.

Creative

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

Collaborative

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

Honest

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.

About This Role

Job Title: Justice & Safety Team Lead

Reporting to: Programme Manager

Salary: SP29 £31,820 per annum

Hours: 37 hours per week

Location: East & Central Lancashire

Contract: March 2028, subject to further funding

Overview

Team Leads are key to the successful delivery of Lancashire Women projects, supporting frontline delivery staff by providing intensive sustained support to fulfil frontline delivery as well as adherence to all terms of our programme contracts. Team Leads work closely with teams and the Programme Manager to audit data on an ongoing basis, ensuring reports are produced as required. The post-holder should be an organised individual with excellent communication skills, able to embrace the organisation's inclusive and empowering culture through this operational role, both internally and externally.

Roles & Responsibilities

People Management

- Fulfilling management of designated staff, including, but not limited to, inductions, addressing any performance issues and development opportunities,
- with the responsibility for ongoing support and exit interviews.
- To provide consistent support and encouragement to all staff, particularly in relation to meeting performance targets/KPIs and their own wellbeing, being available for any queries in relation to clients and monitoring the progress of clients.
- Be fully aware of training needs of staff and work with HR/Training to ensure these are met to the best of our ability.
- Management and co-ordination of volunteers assigned to your project including overseeing/delivering project specific training.

Data & Reporting

- Auditing data on an ongoing basis to check data accuracy and quality and providing feedback to the Programme Manager while feeding back improvements and remedial action required to relevant staff.
- Tracking of performance against contract KPI's and working with full team to address any issues and pull the contract back on track.
- Completing data deep dives where required for detailed checks on staff performance and capabilities.
- Producing project related reports for the Programme Manager as and when required, keeping to schedule independently.
- Professional responsibility to ensure that identifiable, confidential or sensitive information is processed in line with the Data Protection Act and complies with the law, organisational policies and procedures, and best practice when processing information.
- Ensure that processes and systems required by project funders/stakeholders are monitored and adhered to by staff and subcontractors and that all partner agencies/subcontractors are fully aware of their responsibilities in respect of submitting monitoring information.
- Have a clear understanding and visibility of real-time performance KPIs, raising potential issues proactively with the Programme manager and identifying corrective measures to ensure KPIs are met.

Promoting the Service

- Maintain and develop existing partnerships across Lancashire to maximise existing and potential referral opportunities.
- Engage effectively with the Content Marketing Officer to promote and publicise the offer across the geographical area through proactive networking, social media, campaigns, partnerships and collaborations.
- Monitor and update the service directory to reflect contacts and networks.
- Attendance at relevant meetings, panels, conferences and other events for continual networking.
- Work outside of normal office hours (i.e. evenings and weekends) occasionally to meet the needs of the project's service users and that of the organisation
- Working where required autonomously with external multi disciplinary teams.

Programme Support

- Identify risk and work to mitigate risk within your project and team.
- Fulfilment of organisation safeguarding duties following the Safeguarding policy.
- Aware of and actively working towards any required improvements for health and safety in the workplace for your project and staff, particularly outreach venues and lone workers, ensuring risk assessments are completed accurately and kept up to date.

- Work within allocated budgets and agreed expenditure levels.
- Key point of contact for staff, the wider organisation and external parties in relation to day-to-day operational delivery of the project and issues management.
- Oversee and monitor allocation of cases and workloads across the project delivery team.
- Coordinating any group delivery sessions required by the programme, ensuring there is a consistent offer and delivery across the project
- Act as a go-to for programme queries, particularly in the absence of the Programme Manager.

Personal development and work

- Operate with minimal supervision and, where required, as a lone operator.
- Manage complex cases / caseloads.
- Participate fully in line management/supervision meetings and the annual appraisal process and undertake any training deemed necessary for the role.
- Review own delivery performance against agreed annual KPIs, aiming to meet or exceed personal targets/performance levels as well as those of the staff line managed.
- Ensure own CPD needs are identified and opportunities are accessed to meet these.

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.

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	Mental Health, Social Work, Youth & Community Education or other Health or Social Care related qualification or commensurate experience relevant to the criminal justice settings or similar	Essential
1.2	Enhanced Level 1 Vetting or ability to pass	Essential
1.3	Management experience in relevant field (public or voluntary sector) or a desire to move into a management role	Essential
1.4	Experience of managing contracts and ensuring effective delivery of these either individually or as part of a team	Desirable
Past Duties		
2.1	Experience of staff management, supervision, performance and appraisals	Desirable
2.2	Experience of partnership working with the statutory, private and voluntary sector	Essential
2.3	Experience or awareness of managing and working within a budget, providing updates as appropriate	Desirable
2.4	Experience of quality assurance systems to monitor and evaluate services	Desirable
2.5	Experience of the commissioning process and reporting on commissioned work	Desirable
2.6	Experience of income generation to support the growth and sustainability of services	Desirable
2.7	Experience of working to and reporting on KPIs	Essential
2.8	Able to work autonomously with minimal line management support or supervision	Essential
2.9	A strong networker, able to build relationships with external parties to the benefit of the programme/organisation	Essential
Skills & Knowledge		
3.1	Able to make decisions with little guidance and based on professional experience and knowledge	Desirable
3.2	Knowledge of appropriate legislation relating to the provision of the programme within the communities it serves	Essential

Skills & Knowledge		
3.3	Understanding of the latest research and practice in the delivery of the programme's services	Essential
3.4	Knowledge of relevant national standards in relation to the provision of the programme's services	Essential
3.5	Knowledge of safeguarding children and vulnerable adults and the role of local Safeguarding boards	Essential
3.6	Demonstrate knowledge and/or understanding of the need to provide a non-discriminatory service	Essential
3.7	Knowledge of staff personal development and appraisal schemes	Essential
3.8	Ability to write and present complex reports utilising information and IT skills	Essential
3.9	Well organised and a good time manager with the ability to prioritise workloads and commitments	Essential
3.10	An excellent communicator (verbal and written)	Essential
Personal Attributes		
4.1	Able and willing to have difficult conversations	Desirable
4.2	A team-player and works well independently	Essential
4.3	Have access to transport for work purposes	Essential

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.

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.

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>

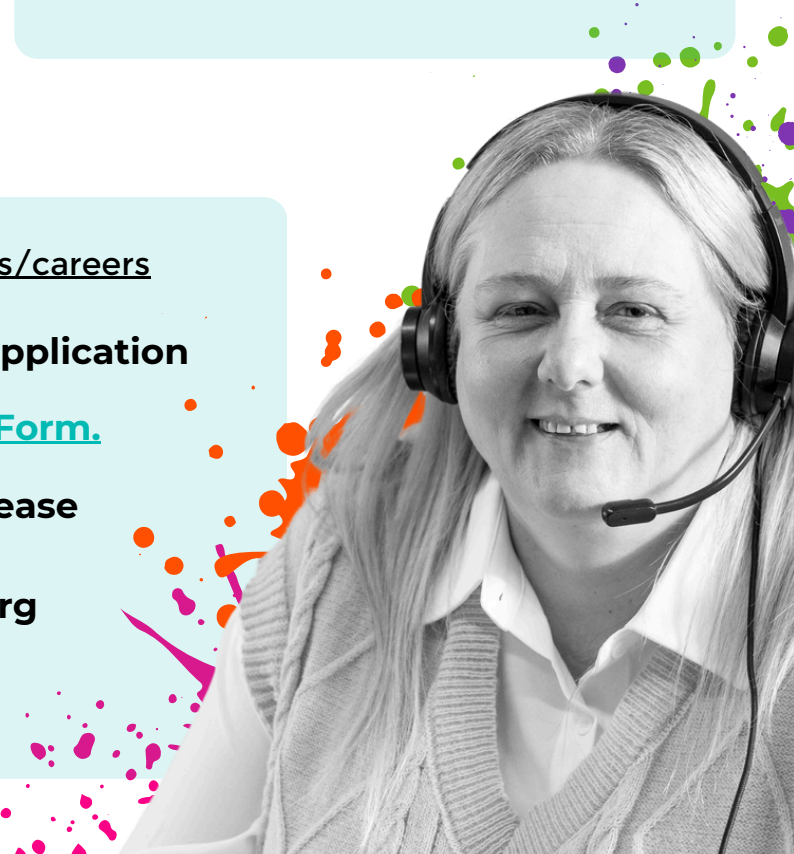
To apply, please complete our application form - [Recruitment – Application Form.](#)

Got a question about this role? Please email us at:

recruitment@lancashirewomen.org

Closing Date: 13/10/2026

Interview Date: 20/10/2026



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