



## Key Worker

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

**Hours:** Part Time (between 10 and 30 hrs/pw - hours to be agreed with successful candidates, depending on experience)

**Length of contract:** 12 months

**Salary:** £15.43 per hour

**Base:** Kyra Women's Project – St Saviourgate, York

**Accountable to:** – Young People and Neurodiversity Programme Lead

**Closing Date:** 10 am Monday 18<sup>th</sup> May 2026

**How to apply:** Send your CV and covering letter showing how you meet the person specification to our CEO [ira@kyra.org.uk](mailto:ira@kyra.org.uk)

**Interviews:** Date to be confirmed, to be held as soon as practically possible. Please note that the job advert will be closed as soon as a suitable candidate is found, so early applications are strongly encouraged.

The Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The charity brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing and quality of life.

## **JOB DESCRIPTION**

### **Role Overview**

This is a varied and rewarding role that brings together several key strands of delivery: group work and 1-2-1 support within Kyra and specialist work within secure settings.

One element is, aiding in facilitating our neurodiversity group and our young women's programme, ROSE (ages 18–30). This aspect of the role focuses on creating and delivering engaging, inclusive workshops that support wellbeing, confidence and connection. You will have the autonomy to develop your own ideas and respond creatively to the needs of the group, while working alongside the Programme Lead to ensure sessions are meaningful and aligned with our wider offer. 1-1 support is also required. This will either be planned and focused support or ad-hoc support.

A further element is, you will play a central role in our work within medium and low secure units, acting as a key point of contact for the project. This involves coordinating and delivering wellbeing workshops for women in secure care, requiring both strong organisational skills and a sensitive, trauma-informed approach. You will be responsible for managing the practical logistics of delivery (including scheduling and security processes), as well as designing sessions that are accessible, engaging and responsive to the needs of patients.

Across both areas, you will build trusted relationships, create safe and supportive spaces, and contribute to meaningful outcomes for the women we support.

## Key Responsibilities

### ***1. Group Facilitation (Neurodiversity & Young Women – “Rose” Programme)***

- Plan and deliver engaging workshops for our neurodiversity group and young women’s group (ages 18–30)
- Develop creative, inclusive session ideas that support wellbeing, confidence and self-expression
- Facilitate sessions in a safe, supportive and empowering way
- Adapt delivery to meet diverse needs, including neurodivergent participants
- Work collaboratively with the Programme Lead to align sessions with wider programme goals
- Support members and other participants as required in planned and ad hoc one to one and group sessions.
- Be flexible and responsive to meet the changing needs of supported people and the organisation, within the agreed criteria.

### ***2. Secure Settings Delivery (Medium & Low Secure Units)***

- Act as the main point of contact for our work within secure settings
- Build and maintain positive relationships with staff and patients
- Plan and coordinate workshop delivery, including logistics such as scheduling, access and security requirements
- Design and deliver wellbeing-focused workshops tailored to women in secure care
- Deliver sessions both in person and online, as required
- Work collaboratively with patients to shape and co-create meaningful activities
- Facilitate patient visits to Kyra to partake in Kyra’s activities, as appropriate
- Facilitate drop-in sessions, as required

### *3. Monitoring, Evaluation & Reporting*

- Collect and record data from sessions (attendance, feedback, outcomes, case studies)
- Produce clear, accurate reports to demonstrate impact
- Support ongoing evaluation and improvement of programmes
- Work in cooperation with other members of the wider team
- Attend internal and external meetings and report and/or contribute to reports and promotional material as appropriate.
- Ensure that all Kyra policies, including confidentiality, safeguarding, data protection and boundary policies, are followed at all times.
- Attend to any other tasks that may arise that are appropriate to the role.

### Person Specification

#### *Essential*

- Experience facilitating group sessions, workshops or similar activities
- Ability to work independently and take initiative in planning and delivery
- Strong interpersonal skills, with the ability to build trust and rapport
- Confidence working with vulnerable individuals in a trauma-informed way
- Organised and able to manage both creative and practical aspects of delivery
- Good written skills, with experience in reporting or data collection
- Understanding of mental health and wellbeing approaches
- An understanding of domestic abuse and its impact
- Life experience/knowledge of neurodiversity and the support needs around this
- Comfortable with multi-tasking and prioritising competing demands; Able to work hours flexibly (including evening and weekend work)
- Committed to inclusion, equality and diversity; Tactful, discrete and respectful;
- Understanding of safeguarding issues; trained or willing to train in safeguarding vulnerable adults; Must have DBS clearance

### *Desirable*

- Experience working with neurodivergent individuals
- Experience working in secure, clinical or criminal justice settings
- Experience co-producing sessions with participants

### Key Qualities

- Empathetic and non-judgemental
- Creative and adaptable
- Confident and self-motivated
- Reliable and organised
- Passionate about supporting women and young people
- Enthusiastic and positive; able to inspire and energise others

Kyra is committed to promote proactively a culture of equity, equality, diversity and inclusion both as an employer and as a provider of charitable services to our members.

As an equal opportunities employer, we invite you to contact us if you need reasonable adjustments for any part of the recruitment process.

### **Why join Kyra?**

- Purposeful work in a women-centred organisation
- A supportive and flexible working environment
- A chance to shape and strengthen a small, impactful charity
- 28 days' holiday plus bank holidays (pro rata)
- An extra paid day off for your birthday
- 3% employer pension contribution
- Flexibility around working hours and some home working
- A commitment to fair pay—we are a Real Living Wage employer