



Her Circle Job Description

Job Role: Her Support

Location: Brunswick Methodist Church, Newcastle Upon Tyne, NE1 7BJ

Hours: Full Time 35hours (Part Time would be considered)

Salary: Up to £28,000 p.a. (pro-rata for part time)

Reporting to: Head of Operations and Development

About Us

Her Circle is an organisation ran by women for women. We specialise in issues related to complex motherhood and women's recovery from trauma and abuse within that area. We raise women's voices to contribute to research and increasing understanding about complex motherhood and surrounding issues. We champion the importance of women's lived experience to ensure their involvement in the design of services and policy.

Our support programmes provide a safe, compassionate, and empowering space where women can connect, share experiences, and find recovery and growth together. Our groups include, peer support, arts groups, yoga, women's circles, recovery from domestic abuse and retreats.

The Role

We're looking for a passionate and organised woman to work as part of a team to plan, organise and deliver group sessions for women experiencing complex motherhood.

The team structure is semi-autonomous; each team member will empower each other to learn all areas of the role. Sharing and learning new skills will be integral to the working week.

About You

You have experience of complex motherhood. Complex motherhood is the experience of mothering while managing challenges such as homelessness, poor mental health, substance misuse, sexual exploitation, domestic abuse, trauma, poverty, experience of the criminal justice system or care. These issues are not exhaustive of the challenges women might experience but are merely representative.

As a woman who has experienced complex motherhood you will have experience overcoming these challenges and will be able to support other women on a journey you have travelled.



You are a compassionate, motivated, and confident facilitator who thrives on creating safe, inclusive, and empowering spaces for women to connect, share, and grow. You bring excellent communication and interpersonal skills, with the ability to engage participants from diverse backgrounds and support them in achieving personal and group goals.

You are organised and proactive, capable of planning and delivering group sessions that are both structured and responsive to participants' needs. You're comfortable using Microsoft Office applications including Word, Excel, PowerPoint, and Outlook to prepare session materials, track attendance and outcomes, and communicate effectively with colleagues and participants.

You value teamwork, reflection, and continuous improvement, and you bring both professionalism and empathy to every interaction. Above all, you are passionate about supporting women's empowerment, personal development, and community connection.

You'll be at the heart of our support community, ensuring each session is welcoming, purposeful, and aligned with our mission to provide spaces for women to recover from trauma and in doing so, reduce the number of children removed from mother's care. Where care is unavoidable, we help women cope and recover and rebuild.

Great to have

We are particularly interested in people applying if they have personal experience of working a 12-step programme and have a minimum of 3 – 5 years' experience of sustained abstinent based recovery.

We would be particularly interested in candidates who's experience on complex motherhood includes being from Black, Asian and other minoritised ethnic communities.

Why Join Us

Her Circle are small but fast growing. Our area of work is exceptionally specialised and we're proud to partner with some of the best organisation, institutions and individuals around to drive our three areas of work. We won **Outstanding Contribution to Social Change** at last years **North East Charity Awards** recognising our work in this area, locally and nationally. If you work for us you will be working in a fast paced, fast growing, ambitious team.

Our Team Agreements

1. We make our working hours and availability clear and support each other to keep to them.



2. We ask “have you spoken to them yet?” when a concern is raised about another person, and we are open to difficult conversations.
3. We ask for help as early as possible if we are at risk of missing a deadline, we share updates on our progress in team meetings and support each other not to feel overwhelmed.
4. We make sure that everyone in the team is treated fairly, taking responsibility for ourselves. We name when standards are being applied differently.
5. We all review our roles and responsibilities regularly, making use of our diaries to help set boundaries. We are clear about what success looks like.

How to Apply:

Please send your **CV** and a **cover letter** outlining your experience and motivation for applying to tori@hercircle.co.uk . We would also like you to tell us about any areas of particular interest you have around women’s recovery journey’s and how you would like that developed in the future.

Closing Date: 26th May 2026.

Interview Details

Interviews will take place on 2nd and 4th June and will be conducted in stages. The process will include an initial telephone interview, followed by a practical exercise, and a one-to-one interview. Please note that we will contact all applicants to confirm whether or not they have been shortlisted for interview. If you have not heard from us by Friday 29th May, this may indicate that there has been an issue with your application being received.

Additional Information

This is a female-only role, which is a Genuine Occupational Requirement in accordance with Schedule 9, Part 1 of the Equality Act 2010, due to the nature of the service and the needs of the women we support.

[Smart Works](#), can offer women help with writing CV’s and covering letter’s. If you were to secure an interview, they would help you with an interview outfit and 1:1 interview confidence coaching and preparation. We have worked with them a before and would suggest anyone applying to use their service if needed. **(Please note this is for only for women 16 years and over and unemployed or on a 16 hour or under contract)** Please contact them directly if you need support and quote Her Circle.