



The Marylebone Project
Portman House Trust
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Charity Registration Number 226226 (subsidiary No. 67) and SC04045

Case for Support 'Women into Work'

Project short description

The Women into Work project is a multifaceted employment programme developed to engage and support 110 previously homeless women living in London. Participants on the programme are seeking to secure employment, some for the very first time. The Women into Work programme aims to train, support and guide them on their journey into the workforce.

The project makes excellent use of the many large companies on its doorstep and volunteers from the business community. The total cost of delivering this project during 2015/16 is £60,550, which comprises staffing costs, accommodation, training activities and core costs. We are seeking grants from trusts and foundations in order to deliver this work.

About the Marylebone Project

The Marylebone Project is the largest centre in the UK dedicated to meeting the needs of homeless women. Its core aims are to resettle women into independent housing, to access education and to secure paid employment.

Relaunched by Princess Margaret in 1996, the Project's inception was in response to a growing number of reports highlighting the drastic shortage in services available for homeless women. Since that time our work has benefited thousands of women from every walk of life, who for whatever reason find themselves homeless and in need.

Every day women access the Project for a variety of reasons ranging from domestic violence, sexual exploitation, financial crisis and mental health issues. The charity employs a specially trained team of support workers to help these women with addressing their issues, and in the majority of cases these women are able to lead normal lives once they have left the safety of the Project.

The Project comprises 112 bedroom hostel, homeless women's day centre and a complex needs unit. It also runs two Social Enterprises, engaging around 20 of the women at the Project. In addition we have recently launched a brand new programme called Women-into-Work, which prepares homeless women for the workforce.

Why is the project needed?

At the Marylebone Project, we believe that every woman is uniquely talented and has value in our society. Flourishing in the work place or being engaged in one form of meaningful activity or another is one way these women will see this for themselves.

Work is known to be an activity that not only provides much needed income but also a form of social support as well as confidence and empowerment.



Unfortunately many of those we work with face barriers such as language, IT skills, confidence, wardrobe and access to employment. Women into Work removes these barriers by providing the practical support and encouragement needed so that the women can make their first step towards employment and independent living.

We are the only women-only facility of its kind in London. This is therefore an extremely important place of refuge for women who have been subject to abuse and violence from men. In turn, it becomes a safe environment for them to begin to engage with their own journey towards work. This can often take some time and Advice and Guidance programmes offered by other organisations are time limited. Local Jobcentres and larger welfare-to-work programmes certainly have their place but can often be overwhelming for these women, which is why we believe this is a vital service to provide in the London community.

How many women will benefit and in what ways?

110 women will benefit each year from the programme, by having their individual needs assessed through the one to one mentoring sessions, being helped with: writing their CV; finding an appropriate volunteer placement, educational or training course; on-line job searches; writing application forms and covering letters. They might be referred to one of the in-house courses we offer, i.e. Literacy with IT, Introduction to IT and ESOL (English for speakers of other languages). They will gain the skills and knowledge needed in order to be confident when walking into an interview and be supported whilst they move on in their journey towards employment.

Description of the project

The Women into Work programme consists of:

Mentoring – These are one to one sessions where women are helped with: writing their CV; finding volunteer placements, educational and training courses; on-line job searches; writing application forms and covering letters. This one to one support is offered for as long as a woman needs it, which may be until they move onto a course or placement. For others they may need on-going support and encouragement while they are studying or training.

We are now looking to expand this aspect of the programme to include more focused support once someone starts a job as they may face other challenges in the workplace (eg working with colleagues). This targeted support ensures that women are able to maintain their employment with a view to building a long-term career.

Weekly Group Sessions – These supported sessions are a chance for women to continue working on their CV, applications and on-line searches for work, volunteer and training placements.



“WiW has helped me move forward. It has given me the inspiration to carry on looking for jobs because there are staff to help you when you need it. In other places and centres, you are left on your own. The workshops I did were great, though I was nervous.”



Workshops – In order to help women gain the skills needed to be successful at interviews, we will provide a range of employability workshops in conjunction with our partner organisations. These give women the opportunity, for instance, to learn about a range of interview techniques and how to adapt their CV to meet the criteria for a particular employer.

Steps to Employment Course – This is a six week “in-house” course designed specifically to meet the needs of residents that consists of four workshops and two 1:1 sessions. The workshops look at: CV writing; Job searching using the Government Gateway Universal Jobmatch website, Interview Skills and Confidence Building. There is also an initial 1:1 session to discuss an individual’s needs, the ways we can help them and a follow up session to look at further support.

Work Placements – What often holds women back from being successful in getting a job is their lack of work experience. We are working with our partners to develop opportunities to gain ‘on the job’ work experience particularly in hospitality, catering, administration, retail, health and social care. Women have already undertaken work experience with Land Securities and the Host Café, amongst others.

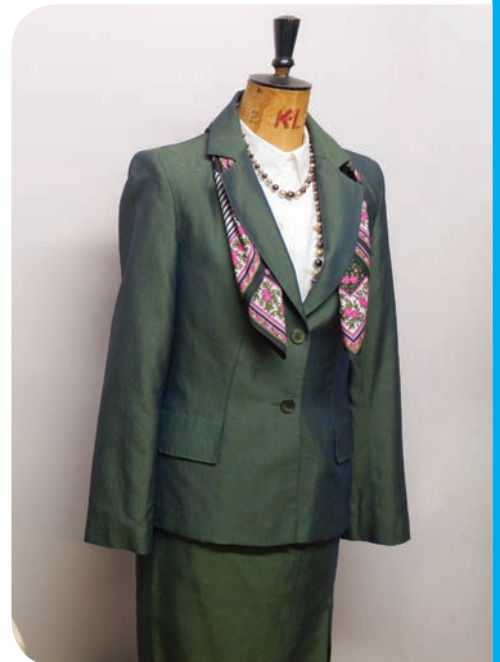
Talks – So that women are aware of the variety of opportunities available, we will invite organisations to come and give presentations on the programmes they offer. This might be for instance on how they can find a volunteer placement or the kind of training programme they offer.

Visits – Lack of confidence is a big barrier for many women and it can be very daunting to walk into a new organisation for the first time. To make it easier, we arrange group visits to training organisations and colleges. By going as a group and finding out first hand what is on offer, women will feel confident enough to then go by themselves and know that these are places where they are welcomed.

Dress Facility – It is also really important that women feel as confident as possible when walking into an interview or starting a job, placement or course. So that they don’t have to worry about what they need to wear and whether they have to try to save money to buy clothes, we offer a clothes facility. This has been possible through donations we have received primarily from women who work in local businesses. We will continue to work with our partners to keep the facility stocked.

Partnerships – We have developed partnerships with the voluntary, statutory and commercial sectors over the last year in order to expand the programme and provide opportunities for women that have included: employability workshops; communication and financial awareness workshops; volunteer and work placements and talks from external providers. Partners include: Vital Regeneration; City of Westminster College; Progress to Employment; Land Securities; BNP Paribas; Lloyd’s TSB; Accenture; Royal Free Hospital; Lord’s Cricket Ground; Visa Europe.

As an example of partnership working, we have worked closely with Land Securities and the City of Westminster College. Land Securities have developed a construction course with City of Westminster College where participants can gain their CSCS card and are guaranteed a job interview. They are also keen to encourage more women into the industry. We arranged with Land Securities to do a group visit to the Nova construction site at Victoria where women met and talked with a female site manager. This was followed by a group visit to City of Westminster College to see the campus



“It has always been a struggle and hard work to look for opportunities. I found it difficult to look for places on my own as I was unsure of the process. A friend referred me to WiW and I use it a lot as they take issues and concerns seriously and help me identify opportunities. WiW has placed me on a construction course at my local college.”

and to attend a talk on their "Free Training for Work Programme" – the construction course is part of this programme. We then invited someone from Land Securities to come and talk specifically about the construction course prior to the next one starting. As a result seven women expressed an interest in the course and so far one has enrolled on the current course, another didn't meet the criteria at this point to start the course and the others want to join the next course that starts in April.

Research – With the change in the make-up of the population of women referred to the hostel, we are seeing an increasing number of women with complex needs, ie more than one challenge they have to deal with simultaneously. This impacts on the type of educational and employment services they may need. We are keen to conduct research around the needs of these women and tailoring our activities programme accordingly. This will help us develop a more targeted and effective service, which is responsive to the changes in the local community.

Training Courses – There has been increased interest in certified courses such as Food Hygiene, Health & Safety, and Emergency First Aid. The Marylebone Project currently runs a catering social enterprise where a consistent number of women engage regularly. Getting a certificate in the aforementioned areas will help these women in finding employment. In addition, to address the changes in the population of the women we work with, we would like to provide training to our staff team so they become more adept at working with complex needs service users. Examples of these courses include Motivational Interviewing and Working with Challenging Behaviour.

IT

Being computer literate has become one of the basic skills needed to secure employment both in terms of job searching and applications as well as using them in the workplace. We are requesting funding to complete an upgrade of the hard drives and monitors in our training room.

Outcomes

During the period January – December 2014, the following outcomes were achieved through working with a total of 127 women:

- One-to one mentoring appointments – 200
- Attendance at the weekly Women into Work session – 218
- Attendance at talks and workshops – 112
- Visits to external providers – 28
- CV's completed – 55
- Applications completed for jobs, training and volunteer placements, education courses and education loans and DBS checks – 142
- Job interviews – 10
- Assessments and job screenings – 17
- Secured a place on a course – 36
- Secured a volunteer placement – 2
- Secured work placements – 2
- Own Business Start-up Programme – 9
- Secured employment – 5



Outcomes 2016 – 2018

It is our target to achieve the following outcomes over for the period 2016 – 2018:			
	2016	2017	2018
Total no. of women attending programme	110	110	110
Secured a place on a course	60	65	70
Secured a work placement	14	17	20
Secured a volunteer placement	10	15	20
Secured paid work	10	15	20

Project Expenditure

Women into Work 2015/16	(£)
Item of expenditure	
Education and training Project worker (28 hours per week)	18,500
Development worker (16 hours per week)	13,200
Staffing on-costs inc. NI	3,000
Employers pension contributions	750
Beneficiary travel for interviews etc.	1,500
Staff travel setting up placements etc.	500
Office running costs (inc office and training rooms)	10,000
Cost of activities (hospitality training courses inc. materials and provision of computers etc.)	5,000
External trainers for specialised courses such as food hygiene	1,000
Staff training	600
Management and clinical supervision	6,500
Total	60,550



Statement of Financial Activities

for the year to 31 March 2014

Income and Expenditure	March 2014		March 2013	
	£	£	£	£
Incoming Resources				
From all sources		2,161,308		2,202,253
Resources Expended				
Costs of generating funds				
Fundraising expenses		35,043		36,455
Charitable Activities				
Management & admin	496,181		295,543	
Services	1,058,312		1,282,314	
Property maintenance	268,819		122,735	
Property lease charges	227,501		227,501	
Depreciation	57,263		57,545	
		2,108,076		1,985,638
Total resources expended		<u>2,143,119</u>		<u>2,022,093</u>
Net movement in funds for year		18,189		180,160
Total funds brought forward		<u>1,941,669</u>		<u>1,761,509</u>
Total funds carried forward		<u>1,959,858</u>		<u>1,941,669</u>

Balance Sheet at 31 March 2014

	March 2014		March 2013	
	£	£	£	£
Fixed assets		1,407,902		1,348,767
Current Assets				
Debtors	555,431		603,001	
Less: Creditors falling due within one year	3,475		10,099	
Net current assets		<u>551,956</u>		<u>592,902</u>
Total assets less current liabilities		<u>1,959,858</u>		<u>1,941,669</u>
Charity Funds				
Restricted reserves		233,931		185,674
Revenue reserves		433,611		463,679
Revaluation reserves		1,292,316		1,292,316
Total Charity Funds		<u>1,959,858</u>		<u>1,941,669</u>

The information shown on this page is a summary of the audited accounts for the Portman House Trust, under which name the Marylebone Project operates. The Trust is registered through the Church Army (registered number 226226, subsidiary 67) and with the Tenant Services Authority as a Registered Provider of Social Housing (registered number H1653).

