

Role Profile

Version: 3.0 | Ratified by People Sub Group: XX.XX.XX | To be Reviewed: XX.XX.XX | Authorised by Chief Executive Officer: XX.XX.XX

Job Title: Community Development Co-Ordinator

Dept: Client Services

Salary Rank: 5

Salary Scale: £26,265

Reports to: Community Services Manager

Direct Reports: None

Role Purpose

To develop and deliver a quality-assured, volunteer programme of therapeutic-based, community support activities to male victims/survivors of sexual violence, alongside the direct delivery of We are Survivors services. This role also involves scheduling appointments for survivors to attend and access services within the organisation.

Main Duties and Responsibilities

- Manage and support the volunteer workforce.
- Support the development of community-based interventions.
- Deliver quality-assured, therapeutic-based, group and community support services.
- Accurately record group and community support interventions.
- Schedule and liaise with survivors and their supporters to access appointments at We are Survivors.

General Role Requirements

- Positively represent We are Survivors at all times and in all environments.
- Contribute to developing and maintaining a respectful and positive working environment across the workforce and support all colleagues in engaging in cross-discipline teamwork.
- Participation in the development and implementation of continuous service improvement.
- Accurately record all information in the relevant and appropriate management or storage systems.
- Respond politely, courteously, and professionally to all inbound communications via electronic communications, telephone, or in person, accurately recording any messages or follow-on actions.
- Be responsible for reporting any concerns about an individual's safety or damaged/faulty equipment using We are Survivors ratified procedures.

Organisational Core Responsibilities

- Uphold the 'Statement of Values': *"With transparency, integrity and a commitment to predicting, educating and preventing males from being harmed by sexual violence; whilst offering male victims/survivors the care and compassion needed to cope and recover."*
- Be an active part of supporting the organisation to achieve its aims to break the silence of the sexual abuse, rape and sexual exploitation of boys and men, including challenging myths and stereotypes that can silence male victims/survivors.
- Adhere to strict confidentiality boundaries within your role, as you can access sensitive, restricted, and classified information.
- Respect individual's right to anonymity within and outside of the organisation.
- Strictly adhere to all information governance policies and legislation set by the organisation and/or the Information Commissioner Office.



- Fully comply with the organisation's policies and procedures.
- Ensure that all quality standard frameworks within the organisation, including the accredited Male Quality Standard, are upheld and not compromised.

Person Specification

The following attributes are **Essential** for this role:

Registration: None applicable.

Qualifications: None applicable.

Knowledge and Experience:

- Understanding of issues relating to rape and sexual assault, particularly those relating to boys and men.
- Experience in data management and information governance.

Skills:

- Ability to prioritise own workload.
- Good written, verbal, and interpersonal communication skills.
- Proficient in using Microsoft Office Suite or equivalent and electronic database systems.
- Facilitation skills supporting structured and unstructured group activities
- Good customer service skills

The following attributes are **Desirable** for this role:

Registration: None applicable.

Qualifications:

- None applicable.

Knowledge and Experience:

- Experience of working within a 'Social Prescribing' setting.
- Experience in working with and facilitating group activities.
- Experience in managing and supporting volunteers.
- Previous experience in data management and information governance.
- Previous experience working within a highly confidential setting, adhering to data governance.
- Previous experience of working within the voluntary, community or social enterprise (VCSE) sector.
- Experience of providing 1:1 support or advocacy to adults or young people.

Skills:

- A commitment to diversity, inclusion, and anti-oppressive practice.