



Registered Office
Unit 9, Brewery Yard
Deva City Office Park
Salford
M3 7BB

+44 (0)161 236 2182
support@wearesurvivors.org.uk
wearesurvivors.org.uk
Twitter: @SurvivorsMcr
Facebook: /SurvivorsMcr

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: Nightingale Co-Ordinator

Dept: Client Services

Salary Rank: 5

Salary Scale: £26,265

Reports to: ISVA Services Manager

Direct Reports: None

Role Purpose

To support the delivery of our quality assured ISVA service and associated intervention to primary and secondary beneficiaries, alongside the direct delivery of We are Survivors services. This role is also responsible for scheduling the use of the organisations Nightingale Suite where survivors can engage in the criminal justice process in a safe and comfortable environment.

Main Duties and Responsibilities

- Support the ISVA team to deliver quality assured ISVA services, in line with the Home Office guidance, as detailed in the document 'The Role of the Independent Sexual Violence Adviser: Essential Elements' and subsequent refresh documents issued by Home Office or Ministry of Justice.
- Adhere to the organisation's ISVA pathways, including those aligned to Criminal Justice System.
- Support the team to deliver ISVA service to primary beneficiaries across Greater Manchester (Community) and the North West prison estate.
- Engage in peer-mentoring support to ISVA.
- Accurately record ISVA interventions.
- Engage with and attend relevant external meetings engage, influence and input accordingly.
- Keep informed of changes in policy at local and national levels.
- Undertake specific ISVA projects as directed by the Operational and/or Executive Leadership Team.
- Schedule and manage the process of booking the Nightingale Suite for survivors to engage in the criminal justice process.

General Role Requirements

- Positively represent We are Survivors at all times and in all environments.
- Play a part in developing and maintaining a respectful and positive working environment across the workforce; and support all colleagues to engage in cross discipline teamworking.
- Participation in the development and implementation of continuous service improvement.
- Accurately record all information in the relevant and appropriate management or storage systems.
- Provide a polite, courteous and professional response 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 for the safety of an individual 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 have access to sensitive, restricted, and classified information.
- Respect individuals 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 Commissioners Office.
- Fully comply with the organisations 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 work load.
- Excellent organisational and stakeholder management skills
- Good written, verbal, and interpersonal communication skills.
- Proficient in the use of 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 of working with and facilitating group activities.
- Experience of managing and supporting volunteers.



- Previous experience in data management and information governance.
- Previous experience of 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.