

**COVENTRY HAVEN WOMEN'S AID
JOB DESCRIPTION**

'ASK ME' PROJECT COORDINATOR

HOURS:	21 hours per week
SALARY:	NJC scale 25 pts - £22,434 (FTE)
LEAVE:	25 days + Bank Holidays
MANAGED BY:	Service Manager
ACCOUNTABLE TO:	CEO

Job scope and purpose

To coordinate and implement the 'Change That Lasts Ask Me' scheme in Coventry, which aims to empower communities to widen the opportunities for survivors to access help.

The post holder will develop opportunities for ambassadors within communities. The role of a volunteer is distinct from that of a paid member of staff, and complements and enhances the variety of services available to women experiencing or fleeing from domestic abuse.

You will be involved in developing the Ask Me ambassadors programme, training events and the ongoing support and retention of ambassadors who have been recruited.

Project duties and key responsibilities

- Adapt the tools and resources already developed for the scheme to local requirements and in line with Women's Aid Federation of England guidance
- Maintain ongoing communication with the Women's Aid Federation of England Community Engagement Manager
- Coordinate a local project group with delivery partners. Includes developing and overseeing a local delivery plan and reporting on scheme progress
- Build relationships with survivors and communities to develop their collective power to inform local implementation of the scheme
- Engage and encourage a wide range of community members to join the scheme, checking for suitability throughout training
- Oversee all administrative tasks related to the project such as venue booking, ensuring delegates receive training course information and maintaining a training record



- Deliver training and workshops to community members that increase their understanding of the right response to domestic abuse in line with the Change That Last principles
- Provide ongoing support and guidance to community ambassadors, encouraging a consistent quality of actions to raise awareness about domestic abuse and to offer safe, helpful responses to any survivors who disclose
- Using the monitoring tools provided by Women's Aid Federation of England, implement data collection processes to support the evaluation of the scheme and submit punctual monitoring reports to Women's Aid Federation of England and the local project group
- Ensure equal opportunities in all ambassador recruiting processes
- Coordinate the work of ambassadors and maintain links with relevant staff
- Provide regular supervision, support and personal development to active ambassadors
- Co-ordinate regular meetings and social events for ambassadors
- Ensure timely reporting on service outputs and outcomes as required using Oasis On Track monitoring software
- Provide reports and contribute to the organisation's Annual Review

Other

- This job requires regular travel and occasional unsocial hours (evening/weekends)
- Establish strong referral pathways with other specialist organisation's, communities and settings that connect with underrepresented groups
- Contribute to the organisation's training and awareness raising within the team, other organisation's and the public
- Attend team meetings, outside networks and forums as required
- Attend regular supervision and training
- Work for the benefit of Coventry Haven Women's Aid as part of a team and strive to maintain good working relationships with colleagues
- Undertake other duties where necessary that are commensurate with the grade and job purpose



PERSON SPECIFICATION

Experience

- Experience of involvement in/with a community engagement/organising project
- Experience of delivering services to survivors of gender based violence and abuse
- Experience of implementing delivery plans with a range of stakeholders
- Experience of working with and for diverse groups
- Experience of delivering workshops or training
- Experience of writing and producing briefings, reports or other information resources
- Experience of supporting others to improve their response to domestic abuse or another social issue

Skills

- Excellent verbal communication skills to a wide range of audiences
- Ability to build a project that is service user/community-led
- Ability to plan and deliver projects within a set timeframe and with clear outputs/outcomes
- Ability to analyse complex information and identify the implications for women and children affected by gender-based violence and abuse and services supporting them
- Ability to work on own initiative to meet objectives in a complex, changing environment and to plan, initiate, manage and evaluate projects
- Highly computer literate and proficient in word processing, spreadsheets and databases, email and website technology
- A full, clean driver's license and the use of a car

Knowledge

- A very good understanding of the experiences and needs of survivors affected by domestic and sexual violence and abuse, and of the barriers to disclosure
- Excellent understanding of the role of a range of services in supporting survivors at risk of gender-based violence and abuse, particularly within Coventry
- Excellent understanding of the diverse local communities in Coventry
- An understanding of the barriers people from different backgrounds and identities might experience in accessing services and projects (including Change That Lasts Ask Me training)
- A good understanding of power structures and working with/for grass-roots organisations
- Current connections/relationships with different groups in Coventry

Abilities

- To be innovative and creative in responding to unmet need
- In planning and prioritising workload



- To work flexible hours
- Work on own initiative
- To analyse data and outcomes to identify unmet needs
- To maintain positive and professional relationships with all colleagues
- Able to demonstrate a commitment and understanding of the aims, objectives and values of Coventry Haven Women's Aid
- Commitment to anti-racist and discriminatory practice and equal opportunities

Education/Qualifications

- No formal qualifications are required for this role although evidence of relevant learning is advantageous

