**West Cork Women Against Violence Sexual Violence Project**

**PROJECT COORDINATOR**

**JOB DESCRIPTION**

**Overall** Responsible for the strategic development and coordination of WCWAV’s Sexual Violence Project and its 2-year pilot scheme to provide accessible and inclusive specialist support services for survivors which will be underpinned by outreach provision and an interagency approach.

**Reporting to** WCWAV’s CEO

**Location for post** Wolfe Tone Square, Bantry Co. Cork P75 TN96 (blended working pattern considered based on organisational need)

**Remuneration for post €**50292pa. The standard working week applying to the post is 37 hours with flexible working hours to accommodate evening meetings. WCWAV provides a 7% pension contribution to all employees.

**Purpose of the Post**

* Lead on the strategic development of the WCWAV’s Sexual Violence Project in conjunction with the Sexual Violence Project Steering Committee
* Build the capacity of WCWAV to provide a trauma informed and high-quality response service to survivors of sexual violence, their families, and supporters and to plan for the projects long-term sustainability
* Implement the Project Action Plan

**Delivery**

* Coordinate the implementation and evaluation of the Sexual Violence Project pilot scheme to provide specialist support, advocacy, local accompaniment and counselling services to survivors in West Cork.
* Lead and manage the Sexual Violence Project team, providing regular support and supervision, including on an individual basis and actively enabling project planning across the team.
* Identify and secure funding opportunities to enable the development of the Sexual Violence Project and the implementation of its action plan activities
* Lead on the development and review of relevant policies and procedures for the Sexual Violence Project
* Develop and coordinate client referral pathways to the Sexual Violence Project’s services
* Identify and build partnerships and interagency working with key agencies, community organisations and services in West Cork to support the development of outreach and satellite services
* Develop communication strategies to promote the Sexual Violence Project and enable engagement of survivors through social media
* Organise information events and community-based awareness raising activities to encourage support and engagement by agencies and community organisations and deepen understanding of sexual violence, its causes and impact
* Structure and organise specialist training on sexual violence and trauma informed practice to the community and voluntary sectors and relevant services and professionals in West Cork
* Develop and strengthen links with youth organisations, school boards, principals and other staff to assess and respond to the need for specific education inputs on sexual abuse and consent
* Promote trauma-informed and survivor centred responses from services and agencies of first disclosure and assist them in accessing appropriate training and information.
* Develop and resource an information hub of best practice on sexual violence in West Cork with representatives from community and youth groups, therapists and other relevant professionals
* Attend meetings, trainings and other fora relevant to the issue of sexual violence
* Prepare information materials for local media and resource lists as required for use by other services and support organisations
* Keep apprised of relevant research and other publications which are of benefit to the project and the steering group members
* Participate in regular support and supervision sessions and relevant WCWAV team meetings
* Any other duties that are relevant to the post including contributing to the learning of staff and the development of the Sexual Violence Project.
* Develop and implement an evaluation of the Sexual Violence pilot scheme
* Contribute to the learning of staff and the development of the Sexual Violence Project

**Administrative**

* Manage the day to day running of the Sexual Violence Project
* Manage the financial budgets for the Sexual Violence Project, including adherence to financial regulations and procedures and dealing with grants.
* Prepare monthly and annual reports for WCWAV CEO and WCWAV Board
* Liaise and provide updates when required to Tusla, Child & Family Agency Domestic, Sexual, Gender Based Violence Unit,
* Prepare reports for, and attend, all meetings of the Sexual Violence Project Steering Committee and provide relevant updates

**Standards**

* Carry out the work with the highest levels of integrity, honesty, and confidentiality at all times.
* Have a strong commitment to anti discriminatory work (including anti-racism) and uphold the values, principles, objectives, and policies of WCWAV and the Sexual Violence Project.

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office.***

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Previous Experience** | Essential | Desirable |
| Relevant third level qualification in community development, social science, equality studies or related discipline | ✓ |  |
| Experience in programme planning and delivery and at least two years’ demonstrable experience in a project development role of a sexual violence service or similar | ✓ |  |
| Experience with grant applications and reporting to funders | ✓ |  |
| At least two years demonstrable experience managing staff team and volunteers | ✓ |  |
| Child protection training completed | ✓ |  |
| Sexual violence training completed |  | ✓ |
| Trauma informed practice training completed |  | ✓ |
| **Skills and Qualities** | Essential | Desirable |
| Strategic planning and analytical skills | ✓ |  |
| Proven ability to work under pressure and have a creative and innovative approach to the work of the project | ✓ |  |
| Excellent oral and written communication, facilitation and presentation skills | ✓ |  |
| Expertise in building interagency collaborations and partnerships | ✓ |  |
| Proficient organisational skills and administration skills, ability to manage budgets and data collection systems | ✓ |  |
| Strong commitment to anti-discriminatory practice | ✓ |  |
| **Knowledge** | Essential | Desirable |
| Knowledge and understanding of the impact of sexual violence on the lives of survivors | ✓ |  |
| Feminist/gendered analysis of sexual violence | ✓ |  |
| Working knowledge of voluntary and statutory sector agencies and specialised services for survivors of sexual violence | ✓ |  |
| Knowledge of the working of the rape crisis movement |  | ✓ |

Funded by Tusla