



Main Office
Unit 9, Brewery Yard
Deva City Office Park
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Registered Office
P.O Box 4325
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+44 (0)161 236 2182
support@wearesurvivors.org.uk
wearesurvivors.org.uk
Twitter: @SurvivorsMcr
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Role Profile

Version: 2.0 | Ratified by People Sub Group: 21.10.21 | To be Reviewed: 01.04.24 | Authorised by Chief Executive Officer: 06.01.23

Job Title: Community Development Co-Ordinator

Dept: Community Services

Salary Rank: 6

Reports to: 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.

Parameters

- Be the 'Thematic Lead' for a specific topic (as notified to you), ensuring that the organisation is providing the best possible service to meet the clients' needs and that it is responding appropriately to changes within or required by the topic.
- Working to support people and their supporters to break the silence.
- Some local/regional/national travel may be required.
- Regular evening work will be required, with some weekend working when needed.

Main Duties and Responsibilities

- Manage and support the volunteer workforce.
- Support individuals to access the service including handling enquiries over the phone.
- Support the development of community-based interventions.
- Deliver quality assured, therapeutic based, group and community support services.
- Accurately record group and community support interventions.

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 Survivors Manchester's 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."*



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- 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.



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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.
- Experience of working with and facilitating group or 1:1 activity.
- Knowledge of risk management and de-escalation techniques.
- Knowledge of managing and supporting volunteers.

Skills:

- Ability to prioritise own workload.
- Good written, verbal, and interpersonal communication skills.
- Proficient in the use of Microsoft Office Suite, or equivalent, and electronic database systems.

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

Registration: None applicable.

Qualifications:

- Level 3 Qualification in health and social care or equivalent.

Knowledge and Experience:

- Experience of working within a 'Social Prescribing' setting.
- 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.



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Confidentiality Statement

When undertaking work for or on behalf of **We Are Survivors**, you will often need to have access to confidential information which may include, for example:

- Personal information about individuals who are clients or otherwise involved in the activities organised by We Are Survivors.
- Information about the internal business of *We Are Survivors*.
- Personal information about staff or volunteers working for *We Are Survivors*.

We Are Survivors is committed to keeping this information confidential, in order to protect people and *We Are Survivors* itself. 'Confidential' means that all access to information must be on a "need to know" basis and properly authorised basis. You must use only the information you have been authorised to use, and for purposes that have been authorised. You may not during or after the termination of your employment, disclose to anyone other than in the proper course of your employment or where required by law, any information of a confidential nature relating to the company or its business or customers. Breach of this clause may lead to dismissal without notice.

You should also be aware that under the latest Data Protection legislation, unauthorised access to data about individuals is a criminal offence.

You must assume that information is confidential unless you know that it is intended by *We Are Survivors* to be made public and you have permission to make this information available.

You must also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. In particular you must:

- not compromise or seek to evade security measures (including computer passwords).
- be particularly careful when sending information to other agencies and organisations.
- not gossip about confidential information, either with colleagues or people outside *We Are Survivors*.
- not disclose information, especially over the telephone, unless you are sure that you know who you are disclosing it to, and that they are authorised to have it.

If you are in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with an appropriate person whether the disclosure is appropriate. Your confidentiality obligations continue to apply indefinitely after you have stopped working or volunteering for We Are Survivors.

I have read and understand the Confidentiality Policy and this supplementary statement and in signing this statement, confirm that I fully accept my responsibilities regarding confidentiality.

Name:	
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Signature:	
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Date:	
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