

# Role Profile

Version 4.0 / Date Authorised by Chief Executive Officer: 23.04.23

**Job Title:** Community Development Co-Ordinator **Dept:** Community Services  
**Reports to:** CDT Manager **Reportees:** None

## Role Purpose

*To develop and deliver community support activities to male survivors of sexual harms.*

## Main Duties and Responsibilities

- Support the development of community-based interventions.
- Deliver quality assured, therapeutic based, group and community support services.
- Accurately record group and community support interventions.

## Organisational Core Responsibilities

- Stringently uphold the organisation's values of transparency, integrity, understanding and responsiveness throughout your work and your representation of We Are Survivors.
- Honour a commitment to diversity, inclusion, and anti-oppressive practice and work positively and inclusively with everyone so that We Are Survivors provides a workplace that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
- Ensure 100% of the work you carry out is for the achievement of the mission *"to break the silence of the sexual abuse, rape and sexual exploitation of boys & men and support them and their loved ones to engage in positive healing, free from the impact of abuse"* and vision *"a society where no male survivor is left behind"*.
- Maintain strict confidentiality boundaries as you have access to sensitive, restricted, and classified information; and ensure that you are fully compliant with all information governance policies set by the organisation and/or Information Commissioners Office.
- Respect individuals right to anonymity within and outside of the organisation.
- Fully comply with all professional external frameworks, charters or practice standards that We Are Survivors subscribes to, is a member of, or carries.
- Fully comply with the organisations standard operating procedures / quality assurance, guidelines, policies, and procedures, including all accurate recording of information and ensuring you do not act to compromise the organisational standards or any formal QA Accreditation.
- Remain aware at all times of your responsibilities for your own health and safety, for the Health and Safety of those directly responsible to you, your work colleagues and any others who may be affected by the operations under your responsibility or control.
- Ensure you comply with all requirements identified within infection control measures and risk management, both nationally and locally.
- To work flexibly in the interests of the organisation, which may include undertaking other duties provided that these are appropriate to your background, skills and abilities.



## 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.
- 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.