## Coventry Rape and Sexual Abuse Centre Job Description: Outreach Coordinator

**Responsible to:** Deputy CEO

**Hours:** 25 hours per week

**Salary:** £27,041 pro rata

**Job Purpose**

To coordinate and develop CRASAC’s Outreach Service and external communications enabling us to reach victims and survivors of sexual violence and abuse within the community who may face additional barriers in accessing support; and to raise awareness of the impacts and effects of sexual violence and amplify the voices of victims and survivors amongst the wider community.

**Main duties and responsibilities:**

* To coordinate and develop our Specialist BAMER Outreach Service, including line management of Specialist BAMER Outreach Worker and additional workers as the service grows
* To design and launch a Young People’s Prevention Project, including recruitment of a Young People’s Outreach Worker
* To develop and launch our Women’s Outreach Health Service, including recruitment of a Women’s Health Link Worker
* To contribute to the development of our communication strategy, lead our social media output and to assist in the design and development of culturally sensitive and accessible literature
* To develop partnership working and referral pathways with targeted community groups and professionals to ensure women and girls in Coventry have equitable access to CRASAC’s services
* Support funding bid development in order to expand the service
* To record and maintain project monitoring and evaluation data systems
* Ensure services are delivered to high quality standards and adhere to all safeguarding policies and procedures, in line with the local authority safeguarding standards.
* To adhere to policies and procedures within CRASAC
* To participate in line management support and supervision
* To attend staff meetings and training as required
* To work flexible hours, including evenings and weekends as required
* To carry out any other duties as are within the scope, spirit and purpose of the post and it’s grading as requested by the Project Manager

**Note:** This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description, will be reviewed and may be subject to amendment in consultation with the post-holder and funder.

**Person specification:**

**Essential:**

* knowledge and understanding of the nature of sexual violence and abuse and its effects on victims and survivors
* knowledge and understanding of discrimination and it’s impact on the individual and their ability to fully partake of services
* excellent verbal and non-verbal communication skills and interpersonal skills
* ability to produce written reports for a range of audiences
* experience of providing support, information and advocacy to vulnerable groups
* experience of working (paid or unpaid) with a range of agencies in the statutory and voluntary sector
* knowledge of safeguarding and the importance of confidentiality in this area of work
* ability to work on own initiative, in partnership and as part of a team
* understanding of the importance of monitoring and evaluation
* organisational and prioritising skills
* enthusiastic and pro-active approach
* ability to respond flexibly to change
* willing to undertake training and supervision
* computer literate
* ability to travel locally and regionally

**Desirable:**

* experience of delivering training in relation to sexual violence
* knowledge and understanding of the particular issues facing black and minority ethnic victims and survivors and the discrimination they experience