

Job Description

Job Title	Project Co-ordinator - Building Capacity
Core Purpose of job	To support the development of the strategic position and successful delivery of the Building Capacity project in partnership with all stakeholder groups.
Organisational position	This post reports to the Member Services Manager and sits within a project team consisting of a dedicated Project Development worker and Project Administrator.
Key Outcomes	
1	Delivery and co-ordination of all aspects of the Building Capacity project in Scotland and, in collaboration with the Development Officer, the ongoing development of the project.
2	To commission and ensure delivery of segmentation information research to ensure that effective messaging about gender, VAWG and coercive control in Scotland can be incorporated into training.
3	To support the development of an <i>Equally Safe</i> (ES) training and competence framework.
4	Work with partner agencies and internal stakeholders to create a strategic implementation plan for the delivery of ES trainers.

SWA utilises a framework, including 3 areas of generic competencies, to inform decisions around which salary bands different posts should be placed on. Below are the core competency/skill levels identified as being key to the post of the Project Officer at salary Band Level 3.

Competencies required	
Core competencies	<ul style="list-style-type: none"> • Control the delivery of high-quality work • Align work programmes with strategic priorities • Lead and facilitate effective meetings to achieve goals • Identify best practice, recommend change, and assess risks • Develop and implement systems, policies and procedures • Forecast work programmes and resource requirements • Continuously expand, update and transfer knowledge and skills • Maintain and develop effective stakeholder networks

Authority levels	
Financial and tangible resources	You may have direct authority to budget, commit or spend money within limits defined in the schedule of delegated authorities, depending on your specific job requirements.
People	You share authority within the Building Capacity Project team for work programmes to deliver the strategic plan. You may be asked to support the induction of new staff, or to coach, mentor or train co-workers in your specialism. You may also be asked at times to provide supervision for students, interns or volunteers on placement.

Accountability	
Freedom to act	You have a great deal of autonomy when it comes to identifying your own work priorities, within the framework of the SWA strategic plan. You must meet the agreed strategic objectives for your own work area, and contribute to overall core group objectives. You report progress regularly both to your line manager and to your strategic core group. Your line manager provides 6-8 weekly support and supervision.
Risk management	You have a high profile as a subject specialist internally, and as a national office representative in your dealings with external groups or member organisations. You deal with complex and demanding issues where results are often long-term, within very broad performance controls. Your acts or omissions may have significant impact on SWA's viability, impact and reputation.
Level of problem-solving required	You apply creative or adaptive thinking to develop imaginative new concepts or long-term solutions in complex situations. You have to balance this with practical issues of delivering quality-assured projects or programmes.

Communication	
Subject complexity and expertise	You have to read and interpret a wide range of documents, including complex research reports, policy documents, practice guidance and draft legislation, to assess their relevance and impact on SWA's work.
Contact inside the organisation	You give sound and persuasive advice to co-workers on complex issues within your specialist area. You contribute to the development of team strategies to meet changing needs.
Contact outside the organisation	You consult, influence and advise a wide range of stakeholders on complex and controversial issues. These may include policy makers, senior civil servants and politicians, the media, legal officers or advisors, other practitioners and policy officers, and colleagues in member organisations.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • Experience of delivering and effectively monitoring projects using learning points to inform and improve its development • Experience of developing and delivering training • Experience of working with and consulting with a wide range of partners at strategic and operational level
Desirable	<ul style="list-style-type: none"> • Experience of organising/facilitating events • Experience of working in the VAWG sector

Knowledge/understanding	
Essential	<ul style="list-style-type: none"> • Understanding of a gendered analysis of domestic abuse and the impact on children and young people and their mothers • Knowledge of the Equally Safe Strategy, the policy environment and the Delivery Plan • Knowledge of design and delivery of training services, including competency frameworks
Desirable	<ul style="list-style-type: none"> • Knowledge of local authority commissioning frameworks and strategic partnerships • Knowledge of the issues, policies and legislation within Scotland affecting women, children and young people who experience domestic abuse

Skills, education, qualifications	
Essential	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Skilled at interpreting and presenting complex issues so they can be easily understood by different audiences • Able to engage confidently with and influence a wide range of people at national and local level • Ability to work on own initiative and as part of a team, prioritise tasks and work to deadlines • Ability to use online information systems and databases • Excellent working knowledge of MS Office packages, email and internet research techniques
Desirable	<ul style="list-style-type: none"> • Educated to degree level or equivalent

Other essential requirements	<ul style="list-style-type: none"> • Understanding of and commitment to SWA's vision and mission • Ability and willingness to travel to provide services and attend relevant events across Scotland
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