**Survivors Unite Safe Oaks Project**

**Project Coordinator**

**Salary: £31,576 Pro rata**

**Location: Selkirk and Outreach**

**Working Hours: Part time 28 hrs pwk (80% WTE)**

**Special conditions: Travel across Scottish Borders, occasional travel to other locations**

**Survivors Unite**

Survivors Unite exists to support the recovery of adult survivors of childhood sexual abuse in the Scottish Borders. Survivors Unite was originally developed and supported by Children1st. In 2019 it became an independent charitable organisation in its own right.

The charity works with survivors in all phases of recovery from childhood sexual abuse. Our Safe Oaks Project offers an integrated service combining 1:1 Peer Support, Counselling/therapy and a Facilitated Peer Support Group.

**Job Summary**

1. To coordinate and develop the support of Survivors Unite through the establishment of the Safe Oaks Project
2. To facilitate members’ engagement with the support offered by Survivors Unite
3. To ensure the effective delivery of the Safe Oaks integrated model of support in line with best practice and with the organisation’s values and objectives
4. To maintain effective working relationships with partners to advance the interests of the organisation

**Main Duties and Responsibilities**

**Strategic**

* Ensure that the ethos of Survivors Unite is embedded in all aspects of the organisation’s work
* Work collaboratively with SU members to plan and address support needs
* Support our vision of a pathway of support for survivors of childhood sexual abuse through developing relationships with statutory and third sector partners
* Develop Survivors Unite as a key provision of support for survivors of childhood sexual abuse within mental health provision in the Scottish Borders
* Maintain the external profile of the organisation, taking part in meetings and networks as relevant to role, locally and nationally

**Management**

* Line management responsibility for all project staff, sessional staff and volunteers
* Manage and coordinate referrals/self-referrals, complete initial assessments and enable new members to participate in the support provided, through introductory contact and meetings with relevant staff.
* Co-facilitate group sessions as necessary
* Maintain effective records and gather data for quality and monitoring purposes
* Contribute to awareness raising and training events as appropriate
* Work collaboratively with the Board to ensure the integrity of the organization
* Support effective communication between the Board, funders and external bodies and provide updates and reports to the Board as required.
* Prepare and produce reports as required for the Board and funders as required
* Observe the organisation’s policy and procedures
* Keep appropriate case recordings in line with Survivors Unite confidentiality policy
* Follow office, finance administrative and reporting procedures. This includes completing time sheets and providing information for invoicing.
* Work within and promote policies in relation to equal opportunities and anti-discriminatory practices.
* Ensure that Health and Safety and risk assessment procedures are always addressed and complied with

**Development**

* Responsibility for all aspects of service development and delivery
* Coordinate Survivors Unite support provision and pursue opportunities to develop this as appropriate
* Develop and maintain effective working relationships with funders and other relevant statutory and voluntary support agencies

**Person Specification**

**Qualifications**

1. Professional qualification in social work, counselling, clinical psychology or degree level qualification in a related discipline.
2. Full driving license.

**Essential Requirements**

**Knowledge and Experience**

1. Experience of leading and developing a service in a related field.
2. In-depth knowledge of childhood sexual abuse and its long term impacts, including the challenges for survivors in getting access to support services and the advocacy needs that arise.
3. Experience of working with survivors and of developing and maintaining therapeutic relationships. Working with adults who have experienced developmental trauma due to childhood sexual abuse is a demanding role. Those we support will often be carrying symptoms indicating severe and enduring psychological distress. Psychological conditions such as complex post traumatic stress disorder, borderline personality disorder and dissociation are common. It is essential that staff embody a compassionate and adaptable approach in their work
4. Experience and knowledge of person-centered theory, attachment theory, psycho-education related to trauma and therapeutic approaches and techniques.
5. Experience of developing and delivering group work with an understanding of group processes.
6. Experience of working in a group setting that included survivors of childhood abuse
7. An understanding of peer support and peer support models
8. Excellent written and verbal reporting skills
9. Experience of working with volunteers
10. Experience of working within professional frameworks of practice
11. Ability to work flexibly to meet the needs of the service and service users, including evening work.
12. Commitment to the principle of Equal Opportunities and opposing/challenging discriminatory practice

**Desirable**

Working knowledge of judicial processes related to reporting CSA

**Support Supervision and Development**

1. The Project Coordinator is contracted by Survivors Unite and will be accountable to the Chair of the Board or their nominated alternative.
2. The Project Coordinator is required to participate in line management and supervision as agreed.
3. The Project Coordinator will attend regular practice development sessions, team meetings and development days.
4. The Project Coordinator attendance at external conferences, seminars, study days and training events will be made available through discussion with the nominated member of the board.

**Additional information**

Child and adult protection: This post is considered regulated work with children/vulnerable adults under the protection of Vulnerable Groups(PVG Scotland ACT, 2007). All work will be undertaken within the national child and adult protection frameworks.