

Survivors Unite Safe Oaks Project

Project Management Lead

Salary:	£31,576 pro-rata
Location:	Selkirk and outreach
Working Hours:	Part-time 14 hours per week (40% WTE)
Special conditions:	Travel across Scottish Borders, occasional travel to other locations

Survivors Unite:

Survivors Unite exists to support the recovery of adult survivors (16 years and older) 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.

This job description will be reviewed by the Board within 6 months of the post being filled and as required subsequently. Any adjustments will be made with the agreement of the Board and members of staff and volunteers concerned.

Job Summary:

1. To ensure the effective management and delivery of the Safe Oaks integrated model of support in line with best management practice and aligned with the organisation's values, policies and procedures, objectives and ways of working.
2. To develop and maintain effective working relationships within the organisation and with our partners to advance the strategic and operational goals of Survivors Unite.
3. To work collaboratively with members and staff to help ensure that the principles of participation are embedded throughout the organisation.
4. Safety is a key priority and the management lead and clinical practice lead will work collaboratively to support the wellbeing of members, volunteers and staff through an understanding of the psychological impacts of complex trauma '.

Main Duties and Responsibilities:

Strategic

1. Develop Survivors Unite as a key provision of support for adult survivors of childhood sexual abuse within the Scottish Borders.
2. Develop and maintain the external profile of Survivors Unite, taking part in meetings and networks as relevant to the role locally and nationally.
3. Work collaboratively with the Clinical Practice Lead and jointly be responsible to the Board for the planning and coordination of effective services to meet members' needs.
4. Work collaboratively with the Clinical Practice Lead, other staff, members, the Board our funders and other partners to help identify and implement ways in which Survivors Unite could improve its services and secure continuation of support for the organisation.

Management

1. HR functions, staff review, training and development.
2. Management supervision of all staff.
3. Service development, including regular service development team meetings with staff, volunteers, members and Board members as appropriate.
4. Work collaboratively with funders and other relevant statutory and voluntary support agencies.
5. Work collaboratively with the Board.
6. Risk assessment and management (non-clinical) e.g. COVID, Health and Safety: Ensure procedures are always addressed and complied with.
7. Collect, organise and review data as required by funders and the organisation e.g. audit data on use of services, and provide updates and reports to the Board as requested.
8. Write reports for funders as required.
9. Take lead on upkeep of website and other social media.
10. Assign and organise budgets as requested by Survivors Unite Board.
11. Attend and report to Board Admin SubGroup meetings.
12. Attend and report to Survivors Unite Board meetings
13. Enable appropriate IT access and support for staff and members.
14. Ensure services are accessible and inclusive in line with SU values and policies, and comply with excellence in regard to diversity, anti-discrimination, anti-harassment, equal opportunities, privacy and confidentiality.
15. Advocating on behalf of members and survivors in general.
16. Contribute to awareness-raising and training events as appropriate.

17. Follow office, finance, administrative and reporting procedures. This includes completing time-sheets and providing information for invoicing.

18. Cover for non-clinical aspects of the Lead Clinicians role when that person is on holiday (e.g. providing staff and volunteer support if required during that time).

Person Specification

Qualifications

1. Graduate, or equivalent and relevant experience will be considered
2. Full driving licence

Essential Requirements

1. Experience of managing and developing services in a related field
2. Experience of building and developing an effective team
3. Experience of working with volunteers as well as with staff
4. An understanding of peer support and peer support models
5. Embody a compassionate approach.
6. Excellent communication skills, including written and verbal reporting skills.
7. Experience of working within professional frameworks of practice.
8. Ability to work flexibly.
9. Commitment to the principles of Equal Opportunities and opposing/challenging discriminatory practice.

Desirable

1. Experience of on-line working
2. Experience of web-site support and development
3. Experience of designing and delivering training
4. Experience of outreach

Support, Supervision and Development

1. The Project Management Lead is contracted by Survivors Unite and will be accountable to the Chair of the Board or their nominated alternative.
2. The Project Management Lead is required to participate in line management and supervision as agreed.
3. The Project Management Lead will attend regular development sessions, team meetings and development days as agreed.
4. Requests for additional attendance at external conferences, seminars, study days and training events by the Project Management Lead will be in agreement with the nominated member of the Board.