

Application Information

Thank you for applying for a position with WWDAS

- Job Description
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The application form and equalities monitoring form are included in a separate document which is the portion which will need to be returned to us.

Please return your application via email to info@westwalesdas.org.uk by the date shown on the advertisement. During our shortlisting process we anonymise applications; therefore, **please do not change the format of the application from word format. PDF format will not be accepted.** Please quote the job title on the subject of the email.

For those who would prefer to handwrite their application, the application form can be printed from the website and returned via post to:

42 Portland Road
Aberystwyth
Ceredigion
SY23 2NL

Please quote the job title on the envelope and allow delivery time before the closing date.

If you do not receive a response within two weeks of the closing date, please assume that you have not been shortlisted on this occasion. We regret that we do not write to unsuccessful applicants.

Further information about WWDAS can be obtained on our website www.wwdas.org.uk including a copy of our latest report.

Please be aware that all applicants must be able to legally work within the UK for a minimum period of 12 months or for the maximum term of the contract if less than 12 months and relevant documentation must be provided at interview in the form of a current visa or similar.

JOB DESCRIPTION

EMPLOYER:	WWDAS
ADDRESS:	42 Portland Road, Aberystwyth SY23 2NL
JOB TITLE:	Project Co-ordinator Safer Streets
RESPONSIBLE TO:	Chief Executive and Operations Manager
RESPONSIBLE FOR:	Delivery of Safer Streets Community Ambassadors Programme
SALARY GRADE:	£24,600-£25,600 pro rata, dependent on experience
WORKING HOURS:	18 hours per week (3 Days per week)
SPECIAL CONDITIONS:	Occasional evening or weekend work may be required. On-call duties may be required on a rota basis. Some travel will be expected.
BASED AT:	Hybrid working from WWDAS premises and community partnership locations, and home.
DATE REVISED:	June 2024

JOB SUMMARY

WWDAS are very excited to be looking for a Project Coordinator to work alongside the current Coordinator to lead and develop the work already established by the Safer Streets Team and partners. This post will manage the *Safer Streets and Community Outreach & Training project* funded by the OPCC. This project aims to mobilise the voices, skills and actions of women survivors, men and others in our communities in order to galvanise positive change around the issue of violence against women and girls (VAWG). The programme does this by creating both physical and digital spaces where survivors, community members and mentors can gather to learn skills, open conversations, take part in individual and collective action. This role will oversee the coordination and delivery of this project within WWDAS and with our four partners CARMDAS, MFCC and Threshold.

We are particularly interested to hear from black and minoritised communities, and anyone wishing to discuss the post further should email michelle.pooley@westwalesdas.org.uk. Please note this is not the email to get an application pack or to send your application form, please use info@westwalesdas.org.uk for these purposes.

MAIN DUTIES

1.	STRATEGIC DEVELOPMENT
1.1	Implementation and strategic development of the Safer Streets Project Plan in line with WWDAS Strategic Plan and outcomes framework, in conjunction with the Senior Management Team, including leading on/ contributing to tendering and fundraising bids as appropriate
1.2	Take an active role in the Senior Management Team, sharing responsibility appropriately for functions across services, leading on areas appropriate to the role, and contributing effectively to the work of the team and the organisation as a whole, including strategic planning days and in events which help to raise the profile or funds for WWDAS.
1.3	Lead on ensuring that the project works effectively, safely, sensitively and in a trauma-informed way with all partners in the project and ensuring communities that are involved in the project understand the VAWDASV work that underpins the work of this project.
1.4	Lead on ensuring communities and minoritised groups and those who have difficulty accessing such projects are integrated into the programmes and contribute to ensuring that the journey of all survivors within all WWDAS offers and opportunities meets the same standards and is coherent, effective and safe.
1.5	Attend relevant external and partnership strategic and operational meetings as relevant to their role including delivering training, presentations etc as applicable to the role.
2.	QUALITY ASSURANCE AND MONITORING
2.1	Ensure contract compliance / the needs of all funders are met of the project as part of WWDAS senior management team
2.2	Ensure that all policies and procedures under their lead are regularly reviewed, fit for purpose, and meet the quality assurance requirements of relevant local and national service standards. Contribute to the same for other policies and procedure.
2.3	Lead on the ongoing development and implementation of relevant outcomes frameworks to evaluate and improve organisational performance of the project, ensuring that all appropriate statistical and other records are maintained and that services meet monitoring and evaluation deadlines, including writing reports and narrative contributions to monitoring returns for funding streams relevant to the role
2.4	Work within, develop and implement systems to ensure accountability within multi-agency framework.

2.5	Ensure all frontline staff have the appropriate knowledge and skills that will enable them to meet the service and organisational operational and monitoring requirements.
2.6	Have responsibility for ensuring that Health and Safety regulations and risk management procedures/business continuity plans are implemented and regularly reviewed for the services that they manage.
2.7	Contribute to any research in WWDAS; ensuring the voices of the community members, communities, staff and service users are captured, amplified and feedback into the organisation and to the sector.
2.8	Ensure client record and storage systems are maintained and comply with industry regulations including WWDAS' Case Management procedures.
3.	PERFORMANCE AND DEVELOPMENT
3.1	Ensure that the team are working to WWDAS values and principles and that all relevant WWDAS policies, procedures and are working effectively to reach individual and team goals, providing appropriate support and guidance as needed or required by policy.
3.2	Develop and provide formal and informal training and development opportunities to ensure that policies and procedures are translated into best practice
3.3	Participate in training opportunities and supervision as required by their post.
4.	SERVICE MANAGEMENT
4.1	Overall responsibility for the coordination and effective daily running of the Safer Streets team within the partner organisations, including ensuring that services keep the safety and wellbeing of survivors and community members as a priority and that systems and procedures follow agreed internal and local protocols.
4.2	Manage all aspects of the programme to an excellent standard which are consistent with those required nationally through accrediting bodies.
4.3	Manage the service budgets, in liaison with the management team and specialist financial staff, including liaison with the OPCC and any other funders.
4.4	Recruit and induct staff according to WWDAS Recruitment and Induction procedures.
4.5	Ensure that all publicity meets the requirement of WWDAS and of funder brand(s) in conjunction with WWDAS Central team.
4.6	Be responsible for ensuring a safe and supportive environment for those who work in or use the services, ensuring that safe and appropriate childcare is provided wherever possible.

5.	CHILD AND ADULT SAFEGUARDING
5.1	Ensure that all policies procedures and practices are in line with current legislative, best practice and internal WWDAS requirements with regard to child and adult safeguarding, including appropriate assessment of risk.
5.2	Take all possible steps to ensure that the interests of children and young people are protected, having full regard to their development, educational, emotional, cultural, religious, health, social welfare and child protection needs, and the needs of children who have experienced / witnessed abuse and social exclusion; supporting them in any appropriate action they may take to safeguard themselves.
6.	GENERAL DUTIES
6.1	At all times protect the safety and security of WWDAS and service users, staff, volunteers, and all those in the work of WWDAS, WWDSA premises and the confidentiality of records and other information;
6.2	Uphold the rights of women, other adults, children and young people who have experienced domestic abuse, advocating vigorously for them while offering protective strategies, and appropriate safe services.
6.3	Adhere to Safeguarding Children and Adult policies, Health & Safety and Equal and Diversity Policy.
6.4	Adhere to the terms of relevant legislation, especially in respect of Safeguarding Children and vulnerable adults, Equality & Diversity, Employment and Health and Safety; and also keep updated of any changes or proposed changes in relevant legislation, policy and practice.
6.5	Undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION:

Safer Streets Coordinator

The Coordinator will possess:

E = Essential

D = Desirable

KNOWLEDGE AND QUALIFICATIONS:

1.	A relevant qualification (e.g. social work, management, group work training, Safe Lives or Welsh Women's Aid) or equivalent practice experience;	D
2.	A thorough knowledge of issues relating to domestic abuse including child and adult protection policies and procedures and of risk management processes and systems;	E
3.	A good understanding of the needs of marginalised and minority groups who have been affected by domestic violence and/or those who have complex experiences and support needs;	E
4.	A good understanding of management and quality assurance processes and systems;	E
5.	A good understanding of trauma informed service delivery and of the psychological processes of groups and organisations.	E

EXPERIENCE:

6.	Experience of managing and developing and leading services for adults and/or children and families, in community and outreach settings;	E
7.	Experience of managing risk with people at risk, e.g. those with mental health needs, complex needs, marginalised groups, children at risk of harm, etc;	E
8.	Experience of coordinating teams to effectively monitor and evaluate their work and to meet outcomes and funder/contract compliance;	E
9.	Experience of managing and working effectively within budgets;	E
10.	Experience of working with service users and community groups as partners in service development and delivery;	E
11.	Experience of performance management and supervision of staff, including recruitment and induction;	E
12.	Experience of developing and running and facilitating training courses;	E
13.	Experience of contributing to tendering/fundraising bid processes;	D
14.	Experience of delivering community projects into diverse communities;	D

SKILLS:

14.	Good skills in overseeing and providing guidance on a team caseload safely and effectively, taking into account risks and support needs and changing environments;	E
15.	Proven people management skills and the ability to foster a motivated, engaged team working to their full potential including unfamiliar and changing environments, including supporting them to understand and work productively with the dynamics and impact of their work;	E
16.	Ability to give appropriate, accurate and timely guidance on adult and child protection and all other risk matters;	E
17.	Enthusiasm, self-confidence and excellent verbal and written communication and presentation skills;	E
18.	Project management skills and the proven ability to implement development plans and manage change;	E
19.	Demonstrable ability to develop productive and effective working relationships with partners in a wide range of agencies and partners;	E
20.	The ability to effectively monitor and evaluate services using computerised and/or manual systems;	E
21.	Good IT skills;	E
22.	Ability to work on one's own initiative, prioritise own work, and plan or organise the work of others to effectively meet deadlines.	E

CORE COMPETENCIES – all staff		
23.	Communicate effectively; communicates clearly, concisely and in a timely manner avoids using jargon and adapts style to needs of audience. Communicates in a manner that is consistent with policies and procedures, showing respect for culture and beliefs. Gives people the opportunity to check their understanding, and ask questions.	E
24.	Effective delivery: Makes plans, prioritises and manages own time to make improvements and achieve personal, team and organisational objectives within agreed timescales. Taking an organised, proactive and engaged approach.	E
25.	Living WWDAS values (Respect; Client centred; Adaptability, Collaborative, Integrity, Empowerment; Safety; Equality; Diversity;) is positive and self-aware, possessing WWDAS ethos and philosophy demonstrated through their behaviour that reflects WWDAS values.	E

26.	External orientation; seeks information about the external environment on issues relevant to WWDAS. Keeps up to date on developments relevant to their role or team. Builds own awareness of the bigger picture. Generates new ideas and innovative solutions and creates tactical fixes to problems at hand.	E
27.	Safeguarding vulnerable adults and children: Uses risk assessments to plan and carry out work, familiarises self of health and safety, safeguarding and security procedures, operating within the limits of their own role. Follows safeguarding policies and procedures when undertaking work with vulnerable adults, younger people and children. Takes appropriate and immediate action to deal with health and environmental emergencies. Promotes the wellbeing and safety of colleagues and service users.	E