Job Description and Person Specification

Job Title: Our Spaces Project – Lived Experience Coordinators
Hours: 37 hours per week
Contract: 3 Years Fixed term (with the possibility of extension)
Salary: £27,000 - £30,000 per annum
Location: We are recruiting two posts – one in the East of Surrey and one in the West with flexibility on location, please indicate on your application which location you are applying for.

Surrey Domestic Abuse Partnership has been funded by the National Lottery fund to create a network of survivor voice and influence in the new local government structures that are being developed for Surrey. This project will create a blueprint for how domestic abuse survivors can be supported to create local influence and change.

Purpose of the post

- These roles will build, recruit and train a diverse network of domestic abuse survivors to proactively engage and influence the new local government neighbourhood level representation and structures.
- You will be responsible for the well-being, encouragement and safety of the survivor representatives and working within SDAP safeguarding arrangements
- You will help survivor representatives with the practical and administrative requirements of their roles – supporting with expenses, travel and data gathering, arranging clinical supervision and other support as required
- Lead on all communications and data gathering with our new networks of DA survivors
- Work in partnership with other the other LE Coordinator post, the Volunteer Coordinators in each SDAP service and the DA SEEN Group – promoting excellent communication, and placing survivor needs at the heart of the project
- Identify learning and development needs and opportunities for DA Survivors involved in the project
- Work with commissioned evaluators and SDAP service managers to collect accurate data and ensure learning is effectively captured centering the voices and experiences of survivors.

Person Specification

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience

- Experience of establishing and recruiting a volunteer network.
- Experience of working with community members with lived experience using their lived experience in the work.
- Experience in community organising, or co/production, or campaigning or events.
- Experience handling private and confidential information and sensitive data
- Experience of managing/facilitating meetings
- Experience coordinating, motivating and supporting volunteers, especially those with diverse backgrounds.

Knowledge

- An understanding of domestic abuse and a feminist framework for understanding barriers to participation for domestic abuse survivors.
- An awareness of best practice in safeguarding lived experience volunteers and considerations in supporting those impacted by domestic abuse to share their experiences.
- An awareness of local government structures, and areas for influence.
- An understanding of professional boundaries, confidentiality and GDPR requirements.

Skills/Abilities

- Confident communication skills and ability to communicate effectively verbally and in writing.
- Ability to use interpersonal skills to build and maintain relationships with staff and volunteers.
- Ability to use own judgement to seek advice or refer issues when unsure of the appropriate response.
- Ability to work flexibly to meet the demands of the role.
- Excellent organisational skills, including an ability to efficiently plan, organise and prioritise work
- Ability to organise successful meetings, events and trainings
- Excellent ICT Skills
- Ability to stay flexible and calm in busy environments
- Able to work in a trauma informed, non-judgemental, strengths based, person centred way.