

Schools Project Coordinator - Job Description

Title: Schools Project Coordinator
Reporting to: Volunteer Manager
Hours of work: Part time - 15 hours per week
Salary: £25,731 - £27, 852 pro rata
Contract: Fixed Term (24 months)

Equality and Diversity Statement:

RSACC services and trustee, employment and voluntary opportunities are open to anyone who identifies as a woman. This is fully compliant with the Equality Act 2010 and the United Nations Convention on the Elimination of all forms of Discrimination Against Women and Girls (CEDAW). RSACC's right to the recruitment of women employees only has legal verification under the Sexual Discrimination Act 1975 section 7 (ii); amended in 1998 and 2008 and Schedule 9 Part 1 of the Equality Act 2010.

It is expected that all RSACC employees will be fully committed to the aims and objectives of RSACC and conduct themselves within the ethos of RSACC at all times.

Overview of Role

To coordinate and deliver the provision of work within two schools in Chester-le-Street providing support to students. This will include:

- Building links with schools to promote the offer and book in the work
- Developing resources around sexual violence, rape myths, peer on peer abuse and consent
- Providing support to students on a 1:1 and group work basis
- Delivering informative assemblies as required

Specific Duties

Coordinating schools involvement;

- Proactively contact and build links with schools and manage these relationships
- Coordinate the project diary ensuring key deliverables are met on time
- Presenting to schools demonstrating the value of the project

Developing and delivering sessions;

- Developing a range of resources to use with students on a 1:1 and group basis
- Deliver 1:1 and group sessions to educate and support students as identified by schools
- To work in line with school policies and procedures as well as those of RSACC

Reporting, Monitoring and Evaluation;

- Keeping the Volunteer Manager updated of progress and challenges throughout the duration of the project
- Gathering evaluation feedback from participants in sessions
- Supporting the Volunteer Manager in preparing reports for funders

General;

- Be familiar with all aspects of the work of RSACC
- Work flexibly as a member of the team and be responsive to changing needs
- Be willing to undertake relevant training as required
- Work within the policies and procedures of RSACC and demonstrate a commitment to the values and ethos of the centre
- Maintain agreed levels of confidentiality
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder

Person Specification

CRITERIA	STANDARD	E/D	MEASURED BY
Work experience	Experience of working with/in schools	E	
	Experience of providing emotional support to children/young people	E	
	Experience of developing and maintaining professional relationships	E	
	Experience of developing resources	D	
Qualification	Good standard of English	E	
	Safeguarding training	D	
Knowledge	Understanding of, and sensitivity to, the issues relating to rape, sexual abuse and domestic violence, including their impact on survivors	E	
	Knowledge of and commitment to equal opportunities and anti-discriminatory practice	E	
	Knowledge of networks/contacts within Chester-le-Street schools	D	
Skills	Ability to work proactively	E	
	Excellent written, verbal and non-verbal communication skills	E	
	Ability to quickly build rapport and relationships with colleagues and young people	E	
	Highly organised, punctual and reliable	E	
	Ability to adapt and work flexibly to meet the changing needs of the client group/environment	E	
Attitude	Commitment to working within all RSACC policies and procedures	E	
	Commitment to the feminist paradigm	E	

	Flexible approach to working hours	D	
	Demonstrate commitment to ongoing personal and professional development and able to acknowledge and state own learning needs	E	
	Ability to discuss distressing content and hold space for clients who are distressed	E	