# Welsh Women’s Aid
## Job Description

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<tr>
<th>Job title:</th>
<th>Ask Me Project Coordinator</th>
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<tr>
<td>Salary:</td>
<td>£28,485 - £30,153 (NJC scale SO2 32 - 34) per annum</td>
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<td>Responsible to:</td>
<td>Change That Lasts Project Manager</td>
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<td>Hours:</td>
<td>37.5 per week</td>
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<td>Location:</td>
<td>Cardiff</td>
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<td><strong>Job Purpose:</strong></td>
<td>Welsh Women’s Aid is working in partnership with Women’s Aid England to develop and deliver our new model response to domestic abuse ‘Change that Lasts’. The role of ‘Ask Me’ Project Coordinator will:</td>
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<td>- Develop, coordinate and implement the Ask Me scheme to widen the opportunities there are in local communities for survivors to access help.</td>
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<td>- Oversee a pilot of the Ask Me scheme in South Wales.</td>
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This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.
Job Details

Key Functions & Tasks

- Develop the tools and resources required for effective implementation of the scheme, taking into account regional and national requirements and differences in approach.
- Develop the necessary policies and procedures required for safe implementation of the scheme.
- Develop and coordinate agreed plans with identified local authorities to pilot the scheme in their area.
- Facilitate ongoing consultation with survivors to inform local implementation of the scheme, this includes enabling this consultation through the medium of Welsh where needed.
- Liaise with key stakeholders in South Wales pilot area to ensure their engagement with and support for the project.
- Recruit professionals to the scheme, ensuring their suitability.
- Provide ongoing support and guidance to scheme participants, ensuring a consistent quality of responses to survivors who disclose.
- Provide regular continuing professional development opportunities for professionals involved with the scheme.
- Work with the communications teams across project partners to effectively promote the scheme.
- Work with the training teams across project partners to develop and deliver appropriate training to identified professionals.
- Ensure effective communication with the project group and coordination of activities across England and Wales.
- Implement data collection processes to support the evaluation of the scheme.
- Assist in the overall evaluation of the scheme.
- Report regularly to the steering group on progress of the scheme.
- Report on learnings from the scheme to national stakeholders.
- Develop partnership work with other statutory and voluntary agencies, where appropriate to the needs of the work.
- Monitor, evaluate and report on the impact of the project.
- Keep the project managers and other relevant staff up to date on all project delivery issues through regular internal briefings.
- Ensure the proper management of any project budgets and participate in financial management and reporting at departmental level as required.
- Take direction on priorities from the Change That Lasts Project Manager, which may vary from time to time.

General Responsibilities

- At all times protect the safety and security of service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the right of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children’s policy and Safeguarding Adults policy.
- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required by the Chief Executive.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Assist in the organisation of conferences or events organised by Welsh Women’s Aid, if required.
- Work within the values, policy and practices of Welsh Women’s Aid.
- Ensure Welsh Women’s Aid complies with the law and best practice in respect of data protection for manual and computerised records, health and safety regulations, and equality and diversity requirements.
- Responsible for undertaking any other duties appropriate to the post.

**Variation Clause**

Welsh Women’s Aid reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

**Monitoring and evaluation of the Post**

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. Members of the national staff team are expected to produce regular work reports for monitoring and review by their line manager and Chief Executive as required.

**General information and conditions of service**

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Welsh Women’s Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme, following successful completion of 6 months probationary period.
- Overtime is unpaid; time in lieu is to be taken in consultation with the line manager.
## Ask Me Project Coordinator
### Person Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>1) No formal qualifications are required for this role although evidence of relevant learning is advantageous.</td>
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<td><strong>Experience</strong></td>
<td>2) Experience of project management 3) Experience of delivering services to survivors of gender based violence. 4) Experience of implementing delivery plans with a range of stakeholders. 5) Experience of writing and producing briefings, reports or other information resources.</td>
<td>16) Experience of supporting others to improve their response to domestic abuse</td>
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<td><strong>Knowledge</strong></td>
<td>6) A very good understanding of the experiences and needs of survivors affected by violence against women, domestic abuse and sexual violence. 7) Excellent understanding of the role of a range of services in supporting survivors at risk of violence against women, domestic abuse and sexual violence.</td>
<td>17) A good understanding of the national and regional legislative and policy framework in Wales and England in relation to preventing violence against women, domestic abuse and sexual violence. 18) A good understanding of the role of local strategic work to reduce domestic and sexual violence and the local stakeholders involved in this work.</td>
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<td><strong>Skills</strong></td>
<td>8) Excellent verbal communication skills to a wide range of audiences. 9) Ability to plan and deliver projects within a set timeframe and with clear outputs/outcomes. 10) Ability to analyse complex information and identify the implications for women and children affected by gender-based violence and services supporting them. 11) Ability to work on own initiative to meet objectives in a complex, changing environment and to plan, initiate, manage and evaluate projects. 12) Highly computer literate and proficient in word-processing, spreadsheets and databases, email and Website technology, preferably in a Windows based environment.</td>
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<td><strong>Other</strong></td>
<td>13) Able to demonstrate a commitment and understanding of the aims and objectives of Welsh Women’s Aid. 14) Commitment to anti-discriminatory practice and equal opportunities.</td>
<td>Bi-Lingual in Welsh and English, both spoken and written.</td>
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<td>15)</td>
<td>Willingness to travel regularly and work occasional weekends and evenings as required. This includes access to own transport to travel without reliance on public transport.</td>
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