

## **Enough is Enough Programme Coordinator** (Tackling Sexual & Gender Based Violence)

**Salary:** Grade 5, 0.6FTE (21 hours/week) (£22,847 - £26,341) + £3,875 London Allowance (pro-rata: £13,708 - £15,804)

**Fixed Term:** This is a 3-year funded project, so the role will exist until July 2024

**Reports to:** CEO

**Hours:** 21 hours per week

**Works With:** Co-president Liberation and Equalities, Executive Officers and Trustees, Advice Caseworker, Representation and Research Coordinator, Student Activities and Events Co-ordinator.

SOAS Students' Union is looking for a programme coordinator to support the delivery of our peer-led consent culture project Enough is Enough. EiE started life as a student and survivor led campaign in 2013, and for the past 6 years we have delivered a programme of consent workshops for all new SOAS students. We've secured funding to enable us to expand this project until July 2024, and we need a project coordinator to take this forward. You would be coordinating the delivery of our expanded peer-led consent culture programme, developing new training programmes and materials, training and supervising student workshop facilitators and carrying out administrative functions to ensure the programmes run smoothly.

We're looking for someone who wants to work in a democratic, member-led environment, who would provide expert knowledge and understanding of sexual and gender-based violence and a commitment to working in a trauma-informed, survivor-centered way.

**To apply for this role please send a CV and Covering Letter, which details how you meet the person specification to [su@soas.ac.uk](mailto:su@soas.ac.uk) by 14:00 on Wednesday 20th July 2022. Please make it clear in the subject line the role you are applying for. SOAS Students' Union values diversity and aims to be an equal opportunities employer.**

## **Job Description**

### **Project & Programme Coordination**

1. Coordinating the Enough is Enough peer-led consent programme and SU Welfare Contacts programme.
2. Coordinating and communicating with the project team, including students, SU & SOAS staff, external specialists.
3. Keeping the project on track and using project documentation to monitor and report on progress.
4. Writing reports and presentations for project stakeholders on outcomes and impacts of the project and programmes.
5. Work with the SU General Manager and student officers to support growth and programme development
6. Managing and reporting on projects timelines and budgets.
7. Develop and deliver communications campaigns to raise awareness of the programmes and campaigns.
8. Develop online training resources.
9. Ensuring implementation of policies and procedures.
10. Build positive relationships with students, activists, SOAS professional, academic and management staff
11. Liaise with external stakeholders to deliver GBV survivor-specific support services.

### **Training and Facilitation**

12. Recruiting, training and supervising peer facilitators and supporters.
13. Creating and delivering training for students and staff members.
14. Liaising with external training providers.

### **Administration**

15. Running booking and registrations systems for training programme.
16. Schedule and organise meetings.
17. Liaising with HR and payroll to ensure peer facilitators are paid.
18. Oversight of Welfare Contacts system.

19. Liaising with finance to manage expenses.

20. Manage the digital systems used to coordinate the project and deliver online programmes.

**General Responsibilities**

21. You are required to work within SOASSU's policies, procedures and codes of practice at all times and undertake any other duties as are agreed and in keeping with the general nature of the job and its grade.

22. Actively contribute to the organisation's sustainability and maintaining our values.

23. As we are a small, agile and flexible organisation, you may be asked to undertake or support other duties within your competence to provide operational cover for colleagues in times of absence or periods of peak workload.

## PERSON SPECIFICATION

### Knowledge & Experience

Experience of:

- working with or alongside survivors of SGBV
- coordinating or working within a project framework
- delivering training
- supporting or supervising peer-facilitators
- working within a confidential environment or good understanding of confidentiality and safeguarding requirements
- Well-versed in dealing with confidential disclosures

Knowledge of:

- working in a trauma-informed way
- the Office for Students Statement of Expectations on Preventing and Addressing Harassment and Sexual Misconduct
- equalities and working in an intersectional way, including knowledge of feminist, trans-inclusive approaches to tackling SGBV

### Skills

- Training and facilitation of people
- Working in an inclusive, accessible and empowering way with young people
- Good interpersonal skills with confidence in presenting
- Strong organisational skills and the ability to work to deadlines
- Stakeholder management and relationship building
- Planning
- Written and verbal communication
- Confident competency in IT

### Personal Qualities

- A commitment to working in a student-led environment
- A commitment to working in an organisation that prioritises social justice
- A positive and determined outlook with a belief that we can tackle sexual and gender-based violence and create a consent culture for all