

WHOLE SCHOOL APPROACH COORDINATOR JOB DESCRIPTION

Job Title:	Whole School Approach Coordinator
Responsible to:	VAWG Service Manager
Contract Type:	Fixed term contract until March 2025
Salary:	£26.500K pro rata
Working hours:	21 hours per week
Benefits:	Nest pension, 25 days annual leave + public holidays (pro rata) (FTE) + the office is also closed between Christmas and New Year
<i>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.</i>	

Job Summary

IMECE is part of the London Council's Prevention Consortium; a strategic partnership of eleven leading violence prevention agencies delivering Whole School Approach that has been strategically constructed to improve student learning, behavior and wellbeing, and the conditions that support these in schools across all London boroughs.

Main purpose of the job

1. Managing and coordinating the booking, delivery, and evaluation of violence prevention/education work with young people in secondary schools
2. Using a range of practical and creative tools to educate young people about the violence and abuse perpetrated in relationships, challenge attitudes that condone and conceal domestic and sexual violence, and enable young people to feel supported and to use support services
3. Delivering staff training sessions to teaching and non-teaching staff members in school settings
4. Developing and maintaining relationships with partner organisations and borough professionals
5. Delivering training for professional / community awareness sessions

Responsible for:

1. Managing and coordinating the initiation, administration, and delivery of Whole School Approach (WSA) and the delivery of Healthy Relationships (HR) projects in schools within designated boroughs of London
2. Delivering practical workshops and training sessions in schools and youth settings
3. Coordinating and entering the evaluation of WSA project data
4. Establishing and maintaining relationships with teachers, youth leaders and local authority staff

Main Relationships:

1. Teachers in schools and PRUs and youth leaders in youth centres

2. Domestic Violence Coordinators, Healthy Schools Coordinators, and other Local Authority specialists
3. Safeguarding Children Boards
4. Partner organisations
5. Children and young people's agencies

Duties and key responsibilities

Management & Coordination

1. Identify schools to participate in the WSA project and build new relationships with schools through telephone calls, email, and meetings
2. Coordinate all aspects of project delivery, including scheduling of workshops and training sessions
3. Initiate contact with the lead teacher to plan delivery in schools
4. Liaise with other agencies providing services for young people within London boroughs and establish new contacts with Local Authority professionals
5. Generate contracts and ensure paperwork is complete and up to date
6. Manage the distribution of training materials to schools
7. Support the active involvement of young people in project reviews and planning
8. Communicate regularly and effectively with the lead partner

Delivery

1. Deliver practical workshops and assemblies to young people
2. Co-deliver drama and arts based educational workshops with young people about preventing domestic abuse and sexual violence in primary and secondary schools, PRUs and youth centres in designated boroughs of London
3. Provide young people with information and key statistics and distribute helpline resources
4. Provide young people with creative tools and skills to develop their own campaigns
5. Deliver training to teachers and other professionals
6. To liaise with other agencies, statutory sector professionals, schools to organise awareness raising sessions on the forms of VAWG and Harmful Practices . Forced Marriage, Honour Based Violence and Female Genital Mutilation.

Evaluation:

1. Input project data into Survey Monkey
2. Complete monitoring forms after every workshop or training session
3. Ensure that all evaluation procedures are on track including the completion of questionnaires from young people and teachers
4. Meet with line manager to review performance and progress targets and objectives of each programme
5. Work closely with partners to record and report on monitoring and evaluation data in order to assist lead partner in writing evaluation reports

Other Duties:

1. To be involved in the production of IMECE's annual report
2. To prepare with other staff members, publicity materials for IMECE and its projects.
3. To represent IMECE at meetings, seminars and conferences as directed

4. To attend all approved training courses
5. To undertake evening and weekend work as required
6. To adhere to IMECE Women's Centre's policies and procedures including confidentiality and information sharing, safeguarding, record keeping, health & safety and equal opportunities policies.
7. To promote and ensure compliance with IMECE Women's Centre's Diversity Policy and strategies; to value diversity and find innovative and creative ways of engaging with all sections of the local community.
8. To be responsible for the safety of the building and undertake all duties in line with Health and Safety
9. To attend all team, staff meetings and when directed management committee meetings
10. To represent IMECE externally, including Women's Day events, marches and other relevant demonstrations.
11. To undertake any other duties as may be required

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment

**IMECE WOMEN'S CENTRE
PERSON SPECIFICATION
WHOLE SCHOOL APPROACH COORDINATOR**

A = Application Form I = Interview D = Desirable E Essential

		E/D	A/I
1.	Must be Black Minority women (Section 7.2 9e SDA 1975 applies).	E	
2.	Experience of working within the Violence Against Women and young people	E	A/I
3.	Knowledge of the issues facing women, children, and young people from Black, and Minoritised Community	E	A/I
4.	Experience of working with young people in education and/or youth centre settings	E	A
5.	An understanding of at-risk young people's needs	E	A/I
6.	Experience in project management/running education projects in both formal and informal settings	D	A
7.	Demonstrable understanding of arts education projects	D	A
8.	Ability to manage and prioritise a complex and varied workload	E	A
9.	Ability to work in an outreach setting	E	A

10.	Ability to speak to a wide range of audiences on complex issues	E	A/I
11.	Networking skills	D	A
12.	Commitment to working with a feminist ethos, promoting human rights, equality, diversity and inclusion. Demonstrable experience of and commitment to working within anti-discriminatory framework	D	A/I
13.	Proficient in office software, e.g., Word, Excel, PowerPoint, databases	E	A/I
14.	Excellent verbal and written communications skills including report writing and presentation	E	A/I
15.	Experience of organising events	E	A
16.	Experience of evaluating projects/gathering and inputting survey data	D	A
17.	Experience of developing training materials for adults	E	A
18.	Experience of developing workshops for young people aged 9- 25	E	A
19.	NVQ 3 or other equivalent and relevant qualification or proven experience.	E	A
20.	Evidence of continuing professional development	E	A
21.	Experience of working in the Violence Against Women / Social Care or similar fields or Degree level education/relevant professional qualifications.	D	A
22.	Formal / informal training in a range of gender violence issues	D	
23.	Able to work evenings and work at weekends occasionally when required	E	I
24.	Must have working knowledge of safeguarding children & adults, confidentiality and data protection and equality and diversity policy and procedures and always comply with IMECE Women's Centre's policies and procedures.	E	AI