**Job title:** Your C.H.O.I.C.E Project Co-ordinator

**Responsible to:** Counselling Team Manager (Non-Clinical)

**Location:** Based in Belfast covering Northern Ireland

**Hours:** 37 hours per week

**Contract:** Fixed Term 1 Year post (subject to a possible extension until January 2026

**Salary:** £27,741 - £30,451

Due to recent successful bids to deliver new projects and grow our existing remit we are pleased to recruit a Project Co-ordinator for our new Your C.H.O.I.CE. Project. This is an exciting time to join our organisation in helping to change lives affected by sexual trauma.

Nexus has over 35 years’ experience offering a specialised professional counselling service to survivors of sexual trauma. We also provide training and education workshops across Northern Ireland on topics such as consent, relationship and sexuality education, internet safety and child sexual exploitation.

From April 2019, Nexus also manages the 24 Hour Domestic and Sexual Abuse Helpline, which is funded by the Department of Health, Department of Justice and the Department for Communities.

Our people are a dedicated and professional group of individuals who are vital to the success of the Organisation. We aim to be champions of lasting positive change for people affected by sexual assault/ trauma providing a positive influence through the delivery of influential, professional, quality driven and sustainable services.

**Job purpose**

As a member of the Nexus team, you will work closely with clients who are availing of Nexus Services. Leading and managing a team of counsellors, project workers and a family support worker you will develop education sessions and support families in the Your CHOICE project.

You will be pro- active in sourcing & developing suitable local training, support, and opportunities for clients to connect within their local communities. Supporting and facilitating communications with clients and the wider community to ensure a safe and risk- free environment is established. It will be important to represent and consult with voluntary, community and statutory sectors within local areas.

You will assist in the development and delivery of training for professionals and education workshops ensuring, that at all times, professional boundaries are set and maintained. You will evaluate and manage any risk for project workers as they deliver education workshops and assist clients develop support networks.

You will lead your team to deliver the best possible level of individual and team performance to ensure the best service delivery for our clients. Ongoing evaluation of team and project performance will ensure that the most up to date and detailed management information is available in order to continue to improve the overall delivery within the project.

**Further duties**

• Maintain professional practice standards in line with Nexus principles and core standards

* Undertake responsibilities in directly supporting the work of others in delivering all the services of the team

• Keep professional records of all programmes of work with supportive notes

• Provide a series of staged assessment reports and a final post evaluation report

* To keep clear records of activities and expenses

• Other appropriate duties as required by Line Manager

* Contribute to the development of best practice and service development, taking a lead role as required

**Essential Criteria**

* 3rd level qualification relevant to post or equivalent.
* Minimum of 3 years’ management experience within the last 5 years.
* Minimum of 3 years’ experience of working with young people in a group setting.
* Experience of working with Sexual Trauma within the last year.
* Develop and deliver training and education projects.
* Supervision and leadership of a team.
* Managing a project including returns and monitoring.
* Managing financial and other resources within budgetary expectations.
* Excellent organisational and time management skills.
* Computer literacy (proficiency in the use of Word, Excel, Access, PowerPoint)

**Desirable Criteria**

* Working in the voluntary sector
* Working directly with funding officers
* Working directly with vulnerable adults and/or survivors of sexual violence in a supporting role
* Qualification in facilitation or relevant fields
* Recent training (accredited or unaccredited) in fields related to the post

**General responsibilities**

* Work within Nexus policies, procedures and standards
* To work across other Nexus projects
* To maintain an awareness of own and other’s health and safety and comply with Nexus Health and Safety procedures
* To comply with Nexus Diversity and Equality policies and practices
* To comply with all relevant Nexus child and vulnerable adult safeguarding policies
* To maintain and develop competence in the use of IT systems
* Hours of work flexible depending on need

**Person Specification**

Appointment to this post will be subject to Access NI clearance.

**This job description is not incorporated into the employee’s contract of employment.**

**It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments following discussion with the post holder.**