



Job title:	Co- Ordinator of Early Intervention and Prevention Services
Responsible to:	Head of Professional Services
Location:	1 x Derry/ Londonderry: covering North & West Area 1 x Belfast: covering South & East Area
Hours:	37 hours per week: Hybrid working hours
Contract:	31 st March 2028
Salary:	£29,176- £31,871

About Nexus

Nexus is a Northern Ireland wide charity and 2024 marked 40 years of providing services in supporting victims and survivors of sexual abuse and abusive relationships.

Every year in Northern Ireland there are thousands of sexual offences reported to PSNI, and thousands more that go unreported. Without specialist support like ours, victims of these crimes will find it even harder to deal with the trauma they experience. The impact of this trauma can be devastating and is lifelong.

We deliver a range of bespoke and specialised supports and services including:

- Trauma informed counselling to those affected by sexual assault and trauma from age 8
- Post counselling support and follow-up
- A UK wide 24 hour Domestic and Sexual Abuse Helpline, which is funded by the Department of Health, Department of Justice, and the Department for Communities in Northern Ireland
- Education and Training initiatives delivered to a breadth of organisations, professionals, parents, schools and young people on topics such as consent, child sexual exploitation, handling disclosures and healthy relationships.

Our most recent strategic plan (2023- 2026), latest reports, policies and research can be viewed here: [About - Nexus NI](#)

We use lived experience, professional expertise and research to improve the development of relevant policy, practice and service commissioning.

We stimulate debate so our society becomes more informed and confident in speaking out and challenging sexual abuse and abusive relationships to break the cycle.

Our people are vital to the success of the organisation, they are a dedicated and professional group of individuals who uphold our values through the delivery of specialist, quality driven and sustainable services.

Job purpose

This postholder will coordinate operational the development and delivery of all supports and services provided by our Early Intervention and Prevention Team. This includes but is not limited to our specialist education programmes for children and young people, professional training for corporate, statutory and voluntary organisations alongside personal and community development opportunities for victims and survivors following completion of therapy.

Your key responsibilities will include leading a multi-disciplinary team that comprises of Trainers, Project Workers and Client Engagement Facilitators to successfully develop and deliver this work.

Further information on the work of our EIPS Team can be found here:

<https://nexusni.org/education-training/>

Coordination Responsibilities

- **Programme Coordination:** Coordinate and quality assure the effective development and delivery of EIPS programmes.
- **Team Leadership:** Provide leadership and line management support to a multi-disciplinary team.
- **Programme Delivery:** Spearhead programme delivery, including the development of programme materials and resources, and co-ordinate all activities to ensure a smooth and impactful experience for participants.
- **Continuous improvement:** Collaborate with the team to continuously improve and refine the service's policies, processes and materials to ensure programme interventions reflect client and participant feedback.
- **Performance and Practice:** Implement evidence-based practices to enhance programme effectiveness and achieve agreed KPIs. Promote trauma-informed practice across all internal and external service delivery.
- **Resource Development:** Work closely with stakeholders to identify and develop additional resources that can complement the programmes.
- **Income Generation:** Nurture new professional relationships and partnerships with the aim of increasing income generation through the delivery of paid training and contracted services

- **Data Collection and Reporting:** Maintain accurate records, track programme outcomes, and produce regular reports on the programme progress, including its impact and effectiveness.
- **Collaboration:** Collaborate with partner organisations, community agencies, and relevant stakeholders to strengthen and expand each programme's reach and impact.

Service Development and Delivery Responsibilities

Aftercare Services

- Champion an integrated, end-to-end model of aftercare that supports recovery, resilience, and personal growth.
- Lead the design, delivery, and evaluation of early support services including group work, life skills development, and proactive outreach.
- Ensure accessibility, safety, and measurable outcomes for early support programmes.
- Build and maintain partnerships that strengthen referral pathways, community engagement, and joined-up service delivery.
- Act as a safeguarding lead during key transitions in a client's therapeutic journey, ensuring appropriate oversight and escalation as needed.

Education and Training

- Oversee the development and delivery of preventative education and training to external organisations, schools, and community partners ensuring that this work complements and enhances the wider therapeutic services we provide.
- Pro- actively plan and implement a suite of education programmes to engage with key stakeholders, schools and community groups ensuring the ethos of the Nexus is at the heart of each session
- Promote and market the benefits of education and the services we provide to encourage enquiries and generate new opportunities to develop the scope and reach of our Early Intervention & Prevention services and expertise
- Be pro- active in exploring future design and creatives to ensure our products and content are new and responsive to emerging issues relevant to the customer.
- Liaise with schools, community groups, statutory and public organisations to assess the education needs of participants to deliver a bespoke and tailored session where possible.

General responsibilities

- Maintain professional practice standards in line with Nexus principles, policies and procedures
- To work across other Nexus projects collaborating closely to ensure the Nexus brand qualities are delivered to the highest standards
- 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 maintain and develop competence in the use of IT systems
- 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
- Provide a series of staged assessment reports and a contribute to a final post evaluation report
- Maintain records of programme activity and financial expenditure
- 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

- Degree or equivalent in social work, psychology, counselling, or a similar related field.
- Two years' experience in co-ordination of funded programmes
- Experience of line management and good team leadership.
- Strong interpersonal and communication skills.
- Experience of developing, designing, and delivering projects.
- Excellent organisational and time management skills.
- Managing a project using data collection and programme evaluation to complete statistical returns and monitoring
- Managing financial and other resources within budgetary expectations
- Understanding of domestic abuse, trauma, and recovery dynamics.
- Ability to adapt to evolving client needs and feedback.
- Demonstrated ability to source and co-ordinate local resources and services to support service users.

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 of group work.
- Experience in leading initiatives related to domestic abuse recovery.

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.