**Job Description**

**Authentic Voice Coordinator (Adult AVC )**

**We are looking to recruit an Authentic Voice Coordinator (Adult AVC) to work on an exciting new pilot project.**

**Location**: Bolton location with travel across the borough

**Salary**: £16,418 + up to 8% matched employer pension contribution

**Hours**: 22.5 hrs per week over 3 days

**Fixed term to:**  31st December 2026

**Holiday Entitlement:** 18 days per annum plus pro rata bank holidays

**Background:**

SafeLives has received a National Lottery Community Fund grant to work in partnership with three Local Authorities, Bolton, Leicestershire and Sheffield, to deliver a sustainable model for embedding child and adult survivors’ voices in the design and delivery of policies and services that meet their needs

The Adult AVC will place the voice of survivors at the heart of this project. The post holder will work within the local area to enable survivors to represent and create change for the operational and strategic response to adults experiencing domestic abuse by creating a platform for their authentic and independent voice.

In Bolton, the Adult AVC is hosted by Endeavour and the post holder will be part of a wider project team consisting of a SafeLives Practice Consultant and a SafeLives AVC plus local Children & Young People’s (CYP) AVC.

**Role Purpose:**

This project will involve creating spaces, opportunities and networks for survivors of domestic abuse from across Bolton to share their lived experience in a variety of ways such as surveys, focus groups, forums and panels. The project will enable survivors to co-create the design, development and delivery of local policies and services. The model will be inclusive and equitable, ensuring survivors from marginalised and seldom heard from communities can be active and have equal influence.

The Adult AVC will lead the approach to Authentic Voice (AV) within this project using the SafeLives AV toolkit and principles ensuring the widest networks are engaged and participation mechanisms established to ensure we are listening to a diverse range of voices.

As an active member of the project, the Adult AVC will work across a range of organisations, statutory and non-statutory to develop creative ways to reach out to survivors. This includes those who are vulnerable, marginalised or have not yet found their voice, ensuring all who want to have their voice heard have the opportunity. The AVC will identify and help address the barriers that prevent people from being able to share their voice or access platforms which affect change.

**The main purpose of the role is to:**

1. Develop trusting and productive relationships with survivors of domestic abuse in Bolton, with the aim of supporting and motivating them to engage with co-production opportunities at the level they want to.
2. Liaise with a wide range of organisations and individuals using a safe, ethical and trauma informed approach, to ensure we are including a diverse range of voices from across the borough.
3. Take an innovative approach to identifying opportunities for co-production and collaboration with survivors, in liaison with all relevant stakeholders and making use of available resources.

**Other Areas of Responsibility:**

1. Address the barriers that prevent some survivors from being able to share their voice or access platforms that will affect change, recognising that the support needs of some survivors will be greater than others and therefore an individualised approach is essential.
2. Support the sharing of learning through a variety of options including reports, events and workshops.
3. Work with survivors to use voice, data and practice to champion and innovate responses.
4. Develop and promote the value of lived experience to local organisations and develop tools and resources to support them to do this.
5. Develop training and learning resources reflecting survivor experience.
6. Develop and embed Authentic Voice principles and co-design ways of working.
7. Work with the Children’s Authentic Voice Coordinator, to develop shared strategies.
8. Work with the national SafeLives team where required.
9. Submit regular reports and monitoring data to SafeLives and to update on progress.
10. Present the project and progress at key stakeholder events

**Key Tasks:**

1. Liaison: to liaise with all relevant agencies professionally with regards to the project and to promote the work of the AVC.

2. Work to the standards laid down within the bounds of the Policy and Procedures of Endeavour, including Equal Opportunities, Equality & Diversity, Data Protection, Adult Safeguarding, Child Protection and Safeguarding, Health & Safety and core service policies at all times. This is not and exhaustive list and all other policies and procedures within Endeavour must be complied with.

3. To undertake any other tasks and responsibilities as deemed necessary by the SafeLives Project team or the Endeavour Operations Director or CEO

**Person Specification**

The post holder must hold values that inspire a survivor led approach and culture of working together creatively

**PLEASE NOTE YOU WILL NOT BE SHORTLISTED WITHOUT EVIDENCE OF ALL ESSENTIAL CRITERIA**

**A= Application Form**

**I = Interview**

**T = Test**

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| **Assessed**  **A/I/T** | **Qualifications and Experience** | **Essential** | **Desirable** |
| A  A  A | 1. Practical experience of engaging or working with individuals or families who have experienced domestic abuse 2. Experience in either a paid or voluntary supportive role demonstrating strong crisis management skills and ability to cope under pressure. 3. Experience of working with volunteers and / or groups and a good working understanding of group dynamics and facilitating meetings. | **X**  **X**  **X** |  |
|  | **Skills, Knowledge and Experience** | **Essential** | **Desirable** |
| A/I/T  A/I  A/I  A/I  A/I  A/I  A/I/T  A/I  A  A | 1. An in-depth knowledge of safe, ethical and trauma-informed approaches to engaging with survivors of domestic abuse. 2. An ability to develop and maintain effective relationships in with a wide range of stakeholders at local and national level. 3. An ability to produce written materials for a range of stakeholders and to convey information through meetings, workshops and stakeholder events. 4. Excellent networking skills and the ability to develop effective relationships with survivors, senior stakeholders, practitioners. 5. An ability to work effectively as part of a team to deliver shared objectives 6. Good working knowledge of the VAWG sector including that of the local area. 7. Excellent communication skills using a range of channels tailored to communicating with survivors 8. Able to use relevant technology, including digital tools for communication with a geographically dispersed team and sector 9. Ability and willingness to work independently, including ability to travel independently across the local area and occasionally to other areas engaged in this project 10. A current, valid driving licence with access to a suitable vehicle for work purposes | **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X** | **X** |