

NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

JOB DESCRIPTION

Job Title:	Project Worker - Green Dot
Department:	Counselling Service, Student Affairs (Pan University Role)
Reports to:	Senior Counsellor
Job Purpose:	To facilitate the implementation of the Green Dot programme to address sexual violence on campus. To be the primary liaison between the project and students/colleges/schools/staff.
Grade:	NG4

Principal Accountabilities:

1. To work alongside 'Green Dot' and counselling lead workers to roll out a new sexual assault prevention initiative; to coordinate training in order to implement the program.
2. To schedule and service meetings of the Green Dot Steering Committee and follow through with members on actions. To set up sub group and ad-hoc meetings as required.
3. To recruit students, to have original/creative dialogues, talking to students in a frank way about sexual assault prevention.
4. To be the main point of contact with students: to inspire, motivate, and to enthuse their participation in the initiative through individual and group meetings.
5. To coordinate and schedule training with students, staff, and other stakeholders.
6. To run the social media campaign: to devise creative publicity to reach out to students in a proactive way.
7. To collect data, to coordinate research, to coordinate regular surveys to present regular reports to relevant groups and committees.

8. To grow/develop the program to ensure it being embedded in the wider university.
9. To take responsibility for monitoring and reporting Green Dot finances using the Agresso system by checking and processing all income and expenditure; and keeping an overview of project spending (in consultation with the Department Manager).

Context of the post

The post is required for the work to be undertaken with Catalyst and QHT funding for the '**University of Westminster response to the UUK Taskforce examining violence against women, harassment and hate crime affecting university students**'.

The 2-year project will be led by a cross-university partnership developed in autumn 2016 in response to the UUK Taskforce report. It embraces a diverse group of action-orientated personnel, fully committed to the success of this project.

We are partnering with 'Green Dot' who have led this work successfully across the United States. Green Dot is a non-profit organisation dedicated to violence prevention education in the US. As leaders in violence prevention, they provide training, technical assistance, and program development for individuals, schools, and organisations as they work to foster safe communities. In particular they have developed a validated bystander program for use in American HEIs.

They have agreed to partner with us as the first UK HEI to develop and evaluate their materials. The agreement is for a 1-year development, training and support program, including 4 site visits to University of Westminster. The partnership requires 'dedicated staff', including this project co-ordinator in order to implement the programme.

Dimensions

The duties of the post primarily involve face to face contact with students, staff, and faculty in both individual and group settings. There is a high emphasis on building effective productive relationships quickly, scheduling meetings for a range of staff, finance management using the Agresso system and on IT-based information management.

PERSON SPECIFICATION

	Essential criteria	Desirable Criteria
Qualifications	Educated to degree level or equivalent level of experience	
Training and Experience	<p>Project management experience.</p> <p>Significant experience in a similar role within a HE institution or relevant</p> <p>Excellent IT skills including good working knowledge of MS Office (word-processing, spreadsheet, PowerPoint and database packages, email and Internet research)</p> <p>Experience of coordinating and monitoring finances using the University financial system (Agresso) or similar by processing all income and expenditure</p> <p>A comfort with the student experience and varying cultures represented in a diverse university</p>	<p>Supervisory or management experience, setting up systems</p> <p>Experience of coordinating marketing materials; reviewing existing and developing new materials, publications and updating Social Media</p> <p>Experience of creating management reports on Agresso financial system</p>
Aptitude and abilities	<p>Outgoing personality with the ability to motivate and inspire</p> <p>Strong communication and interpersonal skills, showing and ability to persuade and motivate</p> <p>Ability to establish good working relationships with staff, students and external agencies.</p> <p>Ability to use tact and discretion when working with sensitive and personal issues</p> <p>Excellent at paying attention to detail, organising and prioritising work and working accurately under pressure</p> <p>Ability to identify priorities for both yourself and the wider project.</p> <p>Must be comfortable speaking with</p>	

	<p>students about issues such as sexuality and sexual assault</p> <p>Must be comfortable speaking in front of large groups</p>	
Personal Attributes	<p>Must enjoy working as part of a busy team</p> <p>Must be flexible to adapting to an ever-changing environment</p> <p>Have a high level of commitment and energy</p> <p>Have a pro-active approach to problem solving</p> <p>Self -motivated, enthusiastic and flexible</p> <p>Able to work on own initiative</p>	
Other	<p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	

David Shacklady
10th August 2017