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| **Job title** | **Healthy Relationships Coordinator (Secondary Schools)** |
| **Accountable to** | Head of Service: Children and Young People |
| **Hours** | 30-37 hours |
| **Salary Scale** | Scale Point 26, £22,937 Pro-Rata. |
| **Contract term** | Permanent |

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| **Organisational Vision:** |
| Our goal is for everyone to have equal, healthy relationships free from domestic abuse, sexual violence and gender inequality. |

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| **Purpose of the job:** |
| To develop and lead on **Equate**, a healthy relationships project, using our unique and innovative whole school approach to preventing violence to women and girls in a secondary school environment. |

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| **The principal tasks and responsibilities:** | |
| 1. | **Strategy and Development** |
|  | 1. Work with the Head of Service: Children and Young People (CYP) to develop, implement and review a strategy that:  * Increases and enhances resources and current delivery for young people in mainstream school * Enables current gaps to be met  1. Work with the Head of Service: CYP to develop, implement and review an action plan to enable the Equate strategy to be achieved |
| 2. | **Coordination** |
|  | 1. Build and maintain positive working relationships with secondary schools 2. Promote and book Equate, healthy relationship projects and professional twilight training sessions with secondary schools in line with annual targets 3. Communicate all project bookings with the CYP and admin team to ensure all projects can be delivered and project resources and evaluation packs can be prepared 4. Build and maintain relationships with potential Equate licencees and coordinate the purchase of licences |
| 3. | **Delivery** |
|  | 1. Deliver Equate and healthy relationship sessions and projects to pupils and twilight training to professionals in line with current session plans 2. Deliver Equate, healthy relationship sessions and project training to freelancers and licencees 3. Alongside the CYP team, develop and deliver Equation’s Children and  Young People  training 4. Deliver briefings to professionals to introduce them to Equate and Equation’s resources for children and young people |
| 4. | **Monitoring and Quality Assurance** |
|  | 1. Collate effective monitoring data 2. Complete monitoring and reports as requested by funders and by the CEO. 3. Reporting to the CEO and the Board of Trustees progress on targets each quarter 4. Present a report to the Board of Trustees annually. 5. Quality assure the healthy relationships content and delivery to ensure it is current and continues to effectively meet the requirements of stakeholders 6. Communicate best practice, project updates and evaluation data to wider Equation team |
| 6. | **Safeguarding** |
|  | 1. Consider safeguarding children to be an integral component of the role 2. As part of Equation’s Safeguarding Team, support secondary schools, freelancers and Equation team members with safeguarding children and adults, providing relevant information and resources as per Equation's safeguarding policy 3. Alongside the CYP team support freelancers with safeguarding debriefs |
| 7. | **Marketing** |
|  | 1. Deliver presentations about Equate projects and sessions to promote the sessions and twilights to schools and to promote the licence to potential licencees 2. Work with the Marketing Executive to develop an Equate marketing strategy and action plan and undertake assigned actions |
| 7. | **Supervision** |
|  | 1. Support the Head of Service: CYP with the recruitment of freelancers 2. Induct, supervise and appraise freelancers and ensure their targets are SMART and in line with Equate strategy 3. Alongside CYP Coordinators chair freelance meetings 4. Alongside the CYP team develop and deliver freelance enrichment days |
| 8. | **Equation** |
|  | 1. Contribute to ensuring the Equate processes are efficient and provide value for money 2. Promote Equation resources, services and fundraising opportunities 3. Support and assist the other work delivered with children and young people and in the development of Equation as a whole 4. Keep up to date with relevant legislation, policy and practice, especially safeguarding and gender issues 5. Any other duties as required of you by Equation |

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| **The post holder must be committed to:** |
| * Increasing personal awareness in relation to diversity and equalities and incorporating this awareness into service provision * Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs * Developing an understanding of how domestic and sexual violence is interwoven within and across all social, cultural and religious communities * Increasing and promoting equality and fairness for women and girls |