

National Project Manager - UpFront Survivors

Job description and person specification

Salary	£32,500 pa FTE (pro rata)
Hours	22.5 - 30 hours per week, some evening and weekend work required during events
Responsible to	CEO, SARSAS
Based	Hybrid working with a minimum of 1 day per fortnight in Bristol office, additional ad-hoc travel will be required
Contract	Fixed term to 31 st March 2025
Pension	5% employer contribution
Annual leave	27 days plus bank holidays (pro rata)

Main purpose of job

The Project Manager is responsible for the day-to-day management and delivery of the National Project on UpFront Survivors programme through the Support Victims and Survivors of Child Sexual Abuse funding.

About the project

This is an exciting opportunity to work on a national project that SARSAS is delivering with Viv Gordon Company, The Green House, Coventry University and a range of national partners, to enhance survivor leadership, create visible survivor communities and provide creative support and outlets to survivors of child sexual abuse (CSA).

CSA survivors lack representation on national and local platforms, as experiences of CSA continue to be hidden and taboo. Survivors live with ongoing silencing and censorship, and many are not able to self-identify safely or speak out about their experiences. Most have never met another survivor, so do not feel part of a community. Survivors of CSA do not have existing role models or cultural infrastructure like other marginalised communities and their voices are omitted from diversity and inclusion discourses.

The only way to change this is to build a visible, peer-led, and accessible survivor community in partnership with frontline services that can provide effective sustainable support. The evidence base suggests that peer-led services and creative-arts interventions for CSA can reduce trauma-symptomatology. We will develop and test a national survivor-led creative-arts focussed community service designed by, with and for survivors of CSA. This service will increase voice, visibility, community, and leadership.

The project will support survivors through four interacting programmes:

- 1) **Finding the Words** (six-week creative-arts group work) – an established writing-group work programme designed and delivered by CSA survivors in partnership with specialist SV organisations; for adult and young survivors (14+).
- 2) **UpFront Survivors** (10-day leadership training) – develops and mentors emerging multidisciplinary survivor leaders recruited through partners; each trainee is supported to deliver their own series of three workshops with survivors in partnership with specialist SV organisations.
- 3) **National Social Change Group** (monthly online forum) – a national community meeting for survivors of CSA; a peer-led forum designed and sustained by CSA survivors.
- 4) **Cultural and Community Spaces** (pop up and Beyond Therapy Festival) – national signature event, a beacon for the CSA community; co-created and co-produced with survivors in different regions. Year 1 (Bristol), Year 2 (TBC) and Year 3 (TBC).

Each strand provides an accessible entry point and progression routes to community engagement and increased social networks, offering soft skills development, training, volunteering, and leadership opportunities. Our services will be evaluated by an external evaluator (Coventry University) across all three years.

About the role

You will be responsible for the end-to-end management of the UpFront Survivors project ensuring that all elements are delivered to the agreed scope, within budget and to the agreed timescale. This will include management of key partners and stakeholders and developing funding applications to raise additional project funds for strands of the programme.

The project years run from 1st April to 31st March, with Year 1 ending on 31st March 2023. You are entering the project at Year 2.

About you

The successful candidate will be dynamic and self-motivated with significant experience of project management who is passionate about bringing about real change for people who have experienced childhood sexual abuse.

You will be highly organised and an effective leader able to motivate and coordinate others within the project team. You will have significant experience of project management tools and techniques and of managing projects and budgets of a national scale. You will have experience of writing funding applications for a range of funders, trusts and foundations.

About Somerset and Avon Rape and Sexual Abuse Support (SARSAS)

We are a specialist support service for people in Bath and North East Somerset, Bristol, North Somerset, Somerset, or South Gloucestershire, who have experienced any form of sexual violence, at any point in their lives.

Other information

Applicants will undergo an enhanced criminal record check before employment starts

Equality, diversity, and inclusion statement

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

For more information contact recruitment@sarsas.org.uk or call 0117 929 9556.

Key responsibilities

- Take full ownership of the overall project management of the national Upfront Survivors project and drive the project to meet deliverables, working alongside our core partner leadership teams (Viv Gordon Company, The Green House and Coventry University)
- Work closely with core project partners, particularly Viv Gordon Company who are leading on the delivery of the programme strands
- Identify suitable funding streams and write funding applications to bridge project funding gap, circa £200k target (shared responsibility with core partners)
- Support on event delivery as required
- Coordinate and manage the monthly National Social Change Group meetings
- Coordinate and manage a quarterly Project Advisory Group of sector peers
- Development and management of the national Upfront Survivors project plan and business plan to ensure the project is delivered within the agreed time frame and budget through ongoing review throughout the project timeline
- Identification and management of all national Upfront Survivors project risks, issues, assumptions, and dependencies
- Lead on influencing and managing key stakeholders, including project partners, and Steering Committee, to deliver target project outcomes
- Coordinate SARSAS Co-production with adult survivors of child sexual abuse for the pop-up cultural spaces and National Social Change Group strands of the project
- Support in finding creative talent within the CSA community for workshops
- Conduct desk research where necessary
- Report/communicate project progress throughout the project lifecycle
- Reporting to the funder at agreed intervals within the project lifecycle
- Ensure marketing and communication of the project is effective within the project timeline, through the Marketing Lead and PR Consultant
- Develop a simple project website, led by the Marketing Lead
- Co-ordinate and work with Coventry University to support access to external evaluation activities

- Report and escalate to management as needed
- Support team with other organisational activities that link to the project as required
- Work with survivor access, inclusion and voice as lead working principles

Other duties

- Be a strong team player – supporting colleagues, promoting the ethos and values of SARSAS, seeking opportunities to share knowledge and ideas
- Take a positive and proactive approach to problem solving in order to manage a varied workload and contribute to a positive working environment
- Ensure all work is carried out in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards
- Attend all training, whether statutory or non-statutory, as required
- Participate actively in regular line management along with the annual development and review process
- Adhere to SARSAS's policies and procedures
- Participate actively in the risk assessment, management of risk process, and all aspects of Health and Safety
- Work as a member of the SARSAS team and assist as required across all the organisation's projects, including carrying out any other duties that may be required to meet the needs of the organisation

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

See next page for Person Specification.

National Project Manager - UpFront Survivors

Person Specification

	Essential	Desirable
Education, qualifications and training		
Project Management training or qualification		X
Knowledge, Skills & Experience		
Significant experience of project management and delivering desired project outcomes and in budget	X	
An understanding of the impact of sexual violence on individual victim-survivors, their families, friends and communities		X
Excellent interpersonal and communication skills – verbal and written	X	
Experience of working with universities and academics to deliver research projects		X
Experience of co-production with service users and an ability to engage with stakeholders around sensitive subject mater		X
Experience of managing multiple stakeholders	X	
Excellent research, facilitation & presentation skills	X	
Experience of writing reports and developing collateral/toolkits		X

Personal attributes		
We value lived experience		X
Commitment to the vision, mission, aims and values of SARSAS and the UpFront Survivor project, and keeping the survivor experience and voice at the heart of all work	X	
Creative, curious, and flexible with an adaptable approach and willingness to change priorities accordingly	X	
Solution focussed with the attitude, drive, and resilience to lead, motivate and inspire others	X	
Excellent organisational skills with an ability to administer and co-ordinate own workload	X	
A resilient, well organised, and effective/efficient leader	X	
Special requirements		
Willingness to travel across England & Wales to deliver this work	X	