

Salary:	£31,500 Full Time Equivalent
Responsible to:	SARSAS Head of Services (TBC)
Hours:	18 hours per week
Location:	Bristol (with some travel across Avon and Somerset) Minimum of one day in the office, up to 2 days per week working from home - to be discussed.
Contract :	Permanent
Pension:	5% employer pension contribution
Annual leave:	27 days plus bank holidays per year (full time equivalent)

This post is subject to an enhanced DBS check.

Equal opportunities statement

SARSAS values diversity and welcomes applicants from all sections of the community; especially from minority groups/groups with a protected characteristic such as People of Colour, who are currently under-represented. We strive to be Disability Confident Committed Employer.

SARSAS is recruiting an experienced and passionate Lived Experience / Co-production Co-ordinator to work within the Sexual Violence Alliance (SV Alliance). The Alliance brings together The Bridge (SARC), SARSAS, The Southmead Project and Womankind to improve access to, and quality of, services for adult survivors of rape and sexual assault across Avon and Somerset.

This role builds on the work of the Pathfinder Project, commissioned in 2022, to improve therapeutic provision for adults who have experienced sexual violence at any point in their lives. The project culminated in the *Improving Access to Services* report, which identified priority areas for service development, strengthened pathways and wider system change.

The SV Alliance is committed to placing co-production at the heart of how services are informed, designed and improved. The SV Alliance's co-production strategy is underpinned by the Changing Futures Bristol co-production principles:

- **Creativity:** Co-production requires a creative and flexible approach to working, considering adaptations that might be needed to create an inclusive and equal space.
- **Relationships:** Building trusting relationships with people with lived experience is key for genuine co-production.
- **Resources:** Co-production must be resourced properly to be meaningful. Lived experience representatives should be included at every stage of the project and kept updated about progress, outcomes, blocks and risks.
- **Equality, diversity and inclusion:** Co-production starts from the concept of equality. No one person is more important than any other within the group.
- **Trauma-informed:** To succeed, co-production needs to be done in a safe space for all. A trauma-informed and strengths-based approach is essential.

- **Sustainability:** People with lived experience bring their valuable expertise to the work. We need to acknowledge this and ensure co-production is resourced and funded properly.

Purpose of the Role

The Lived Experience / Co-production coordinator will lead and embed co-production across the SV Alliance, ensuring that the voices and expertise of people with lived experience meaningfully shape service design, delivery and system improvement.

The postholder will coordinate the delivery of an improvement plan based on the *Improving Access to Services* report, working closely with strategic, clinical and lived experience leads, and supporting partnership working across the Alliance and wider system

About You

You are passionate about the power of lived experience and committed to meaningful, ethical co-production. You have a strong understanding of the impact of sexual violence and bring a trauma-informed, compassionate and strengths-based approach to your work.

You are proactive, well organised and adaptable, able to work confidently on your own initiative and take responsibility for driving work forward. You are comfortable coordinating complex activity, setting priorities and maintaining momentum.

You place inclusivity at the heart of your work and are committed to ensuring co-production is accessible, equitable and reflective of diverse experiences, particularly those from underrepresented communities. You build trusting, respectful, inclusive spaces for people with lived experience, individuals feel valued and supported.

You are confident working with multiple organisations and stakeholders. You are motivated by collaboration, learning and continuous improvement. You are committed to ensuring survivor voices meaningfully influence service design, delivery and wider systems change.

Main Objectives

- To further develop, strengthen and embed co-production approaches and practice across the SV Alliance.
- To coordinate and drive the delivery of the SV Alliance improvement plan, informed by the *Improving Access to Services* report.
- To ensure lived experience is central to service improvement, pathway development and system change.
- To increase the reach, diversity and inclusion of survivor voices, including engagement with underrepresented communities.
- To promote and showcase the Alliance's co-production work internally and externally.

Duties and Responsibilities

Co-production and Lived Experience Leadership

- Lead the ongoing design, development and coordination of co-production activity.

- Build and maintain trusting, supportive relationships with lived experience representatives, ensuring safe, trauma-informed spaces for involvement.
- Facilitate a range of co-production and engagement activities, including focus groups, surveys, workshops and consultations (in-person and online).
- Work with strategic and clinical leads to identify gaps in survivor voice and develop targeted engagement approaches.
- Ensure co-production is inclusive, accessible and reflective of diverse communities and experiences.

Project Coordination and Delivery

- Support the SV Alliance to translate the findings of the *Improving Access to Services* report into a coordinated improvement and delivery plan.
- Coordinate and drive forward project activity, monitoring progress against agreed actions, milestones and reviews.
- Provide administrative support, including agenda setting, note-taking and reporting.
- Support and inform continuous learning and improvement.

Partnership and Stakeholder Engagement

- Liaise with internal and external stakeholders across statutory, voluntary and community sectors.
- Support clear communication between SV Alliance partners, lived experience contributors and external stakeholders.
- Represent and promote the work of the SV Alliance at meetings, events and forums, including co-delivering presentations with lived experience contributors where appropriate.

Monitoring, Evaluation and Reporting

- Support the development and implementation of frameworks to monitor and evaluate the effectiveness of co-production activity.
- Collate and present data, learning and outcomes from lived experience engagement.
- Produce reports for internal learning, governance and commissioning purposes as required.
- Contribute to the development of policies, guidance and best practice related to co-production.

General Responsibilities

- Work flexibly within a multi-agency partnership environment.
- Ensure all work is delivered in a culturally competent and trauma-informed way, actively challenging stigma and discrimination.
- Adhere to organisational policies including equality, diversity and inclusion, confidentiality, data protection, safeguarding and health and safety.
- Attend relevant project, partnership and organisational meetings.
- Maintain accurate records and documentation.
- Contribute to the ongoing development of best practice across the SV Alliance.
- Undertake other duties appropriate to the role as required.

This job description is for guidance only and outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not exhaustive, and duties may be varied from time to time, with the job description being subject to review and periodic amendments.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
Experience	
<ul style="list-style-type: none"> • Minimum of 3 years' experience working in a supportive, client-centred role within the voluntary, community or statutory sector. • Demonstrable experience of meaningful co-production lived experience involvement or participatory approaches. • Experience of working with diverse communities, including those who may be underrepresented or face barriers to engagement. • Experience of coordinating, facilitating or leading groups, consultations or engagement activity. • Experience of working with or supporting volunteers or lived experience representatives. 	<ul style="list-style-type: none"> • Experience of working with people affected by sexual violence, trauma or complex needs, with an understanding of the long-term impacts • Experience of presenting to, or representing at, meetings, events or forums. • Experience of producing reports for commissioners or funders. • Experience of project coordination, service improvement or systems-change work.
Skills and Abilities	
<ul style="list-style-type: none"> • Strong understanding of the impact of sexual violence on individuals and communities. • Understanding of trauma-informed and strengths-based approaches. • Understanding of the principles and practice of co-production, including ethical involvement of people with lived experience. • Ability to work flexibly and proactively 	<ul style="list-style-type: none"> • Experience of monitoring and evaluating engagement or project outcomes. • Knowledge of local or national policy relevant to sexual violence or survivor services.

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| <ul style="list-style-type: none">• Strong organisational, planning and time-management skills, with the ability to prioritise and manage competing demands.• Ability to analyse, interpret and present qualitative and quantitative data.• Excellent communication skills (written and verbal), with the ability to engage sensitively with people from diverse backgrounds.• Ability to build trusting, respectful relationships and create safe, inclusive and trauma-informed spaces.• Ability to work collaboratively within multi-agency partnerships and across organisational boundaries.• Strong IT and administrative skills, including record keeping, reporting and use of databases.• Ability to assess risk and contribute to safeguarding processes in line with organisational procedures.• Commitment to equality, diversity and inclusion, and the values and principles of the SV Alliance | |
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