



Project Coordinator Vacancy – London/Hampshire/Thames Valley

LOCATION:	Remote worker posts – London/Thames Valley/Hampshire We have a potential for a combination of posts across London, Hampshire and Thames Valley. We would welcome applications particularly from individuals who would be willing to work across at least 2 of these regions.
REPORTING TO:	Senior Manager
SALARY:	£35,295
CONTRACT:	12 month fixed term contract posts, with potential to move to permanent subject to contract funding And maternity cover post 6 month probationary period for all posts
HOURS:	TBC - we would welcome applications from individuals seeking full time (35 hours per week), part time or flexible working arrangements. Regular evening work will be required. The role could also include some weekend work however this is more sporadic.

Circles South East (Circles SE) is a registered charity and leading provider of services that address the damage to society and individuals caused by sexual harm and violence. Circles SE's primary aim is to provide a comprehensive package of support to all whose lives have been impacted by sexual harm and sexual violence. Its vision is to become essentially a "one stop shop" for issues relating to sexual abuse, while at the same time embracing multi-agency working practices. We are a community project addressing some of the most marginalized and neglected areas related to sexual violence and the harm it causes in our communities.

Circles SE Vision statement

Circles South-East empowers communities to create and deliver a restorative and holistic framework, that reduces the incidence and impact of sexual harm and sexual violence, while always recognising the humanity of victims, perpetrators, and their families.

Circles SE Objectives

Circles SE exists to reduce the level of sexual harm and violence in the community, and aims to do this by achieving the following objectives:

- Support the reintegration of people who have committed or at are risk of committing sexual offences back into the community.
- Sharing expertise on the identification and management of the risk of sexual harm with families, agencies, and the wider community.
- Mitigating the harm experienced by those who are victims of, or affected by, sexual violence by promoting and supporting their journey to recovery.
- To be part of the community solution to violence against women and girls and to support the changing narrative across society.

- To place communities at the centre of the process – Circles SE has the expertise and wants to use this to enable communities to work together in developing their ability to safeguard all vulnerable individuals living amongst them.

Job Purpose

The post holder will be responsible for:

- Delivering the Circles of Support and Accountability and similar Services across a specified geographic area (London/Hampshire/Thames Valley)
- Recruiting, training and supervising volunteers involved with Circles SE services
- Coordinating information sharing and accountability between the services and partnership agencies
- Assessing suitability of service users referred for Circles SE Services
- Delivering Circles SE Specialist Training Programme to external agencies

We hope to employ an individual with experience of working in the criminal justice system with a detailed understanding of risk assessments in a multi-agency context. The successful applicant must have experience of working with people who have sexually harmed and will be expected to develop and maintain effective partnerships with statutory and voluntary agencies.

The successful applicant will be required to recruit, screen, train and supervise volunteers to work with individuals who pose a risk of sexual harm. Circles South East volunteers provide practical and emotional support to the Service User whilst holding them accountable for their attitudes and behaviours relating to ongoing risk management and relapse prevention. Volunteers support Service Users within Circles of Support and Accountability and other similar services.

The post-holder will be expected to develop and maintain effective partnerships with statutory and voluntary agencies. They will be responsible for the management and supervision of volunteers and for coordinating information sharing and accountability between the service and partnership agencies. Project Coordinators are also required to assess the suitability of potential Service Users for our services.

All our staff work as a team to deliver a range of services. We aim to recruit staff who will actively contribute towards developing interventions which underpin the charity's aim; to provide a holistic resource to reduce sexual harm within the community. Therefore, we welcome flexibility, enthusiasm and innovation.

The post is home-based with regular travel across the designated region for operational delivery. We have a potential for a combination of posts across London, Hampshire and Thames Valley. We would welcome applications particularly from individuals who would be willing to work across at least 2 of these regions. Some evening work is required and applicants for the London area must be able to commit to travel across London for operational delivery.

The post-holder will be required to attend the Circles South East Head Office in Didcot on a quarterly basis for team meetings/training events. On occasion, the post-holder may be required to travel to other areas within the wider South East region to support delivery of services.

Additional Information

We would welcome applications from individuals seeking full time, part time or flexible working arrangements. There is a need for staff across London, Hampshire and Thames Valley and we are happy to discuss this further with individual applicants at interview.

Time off in lieu is provided for evening and weekend work.

It would be beneficial for the Project Coordinator to have a full driving licence and use of a car due to the geographical area that our projects cover, however this can be discussed further at interview as relevant, and is likely to be less relevant for those operating in London.

Please contact Grace Dale on 01235 816050 for an application pack and further information or alternatively please email your request to: grace.dale@circlessoutheast.org.uk

Closing date for applications: Midnight Tuesday 10th June 2025

Interview Date: provisionally Thursday 19th June 2025 in Portsmouth (subject to confirmation)

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked to include these on your application.