

Thank you for your interest in joining Savera UK and being part of a thriving and growing team and a specialist charity organisation working to end 'honour'-based abuse (HBA) and harmful practices

## About Savera UK

Savera UK a registered charity (No. 1145464). Savera UK is working to end 'honour'-based abuse (HBA) and all harmful practices, through direct interventions and safeguarding, advocacy, education, engagement, awareness-raising and campaigning for policy, attitude and behaviour change

Vision				
A world without 'honour'-based abuse and harmful practices				
Mission				
We will end 'honour'-based abuse and harmful practices				
Values				
<p><b>Respect:</b> We respect the views of others and ensure we listen and make an effort to understand other people's opinions, while challenging harmful attitudes which do not align with Savera UK values</p>	<p><b>Inclusive:</b> We value the importance of culture and are committed to creating a fair, understanding and accessible environment within and outside of Savera UK.</p>	<p><b>Compassion:</b> We work with empathy and solicitude and provide a safe and supportive environment. We will go the extra mile ensuring needs and safety are met, no matter how challenging it may be.</p>	<p><b>Innovation:</b> We are leaders in driving a movement of change and use our unique, specialist knowledge to inform how we approach this. We value an original and creative approach to problem-solving and are receptive to new ideas.</p>	<p><b>Ambition:</b> We are led by our strong belief that everyone has the right to safety and security without living in fear. We strive to transform lives, change attitudes, deliver outstanding services and inspire change that has the power to save lives.</p>

## Job Description

**Post:** Community Engagement & Networking Manager

**Contract:** Full-time, permanent, subject to funding

**Salary:** £34,500 per-annum

**Accountable to:** CEO

*An occupational requirement under Schedule 9 (part 1) of the Equality Act 2010, the post holder must be female under the Sex Discrimination Act, 1975 Part 7 to meet the needs of the majority of our service users.*

### Job Summary:

The role of the Community Engagement & Networking Manager will have the overall responsibilities for managing all aspects of the community engagement and networking project, this will include engagement with specific communities, recruitment and management of staff and volunteers. This post is also responsible for networking and building relationships with business and agencies to develop collaboration opportunities, facilitating community fundraising through engagement and events and for developing and implementing strategies to enhance Savera UK's community engagement, building relationships and creating a positive and inclusive environment.

### Dimensions

- This post reports directly to the CEO
- The post-holder will work closely with the Communications team to reach and engage different audiences for impactful community engagement and networking
- The post-holder will have line-management responsibilities for project staff under their responsibilities, including recruiting and managing volunteers and where relevant student placements
- Working and supporting the management team and the CEO to develop and deliver the organisation strategies and best practice
- Responsible for reporting and updating on project as whole and its development, monitoring and evaluation

### Responsibilities will include:

- Managing all aspects of the Community Engagement and Networking projects (e.g. project management, recruitment, inductions, supervisions, monitoring, and training)s

- Creating relevant procedures in line with the organisation and ensure they are implemented and updated, as required
- Ensuring all evaluation and monitoring processes are implemented and develop relevant processes to ensure up to date record-keeping of all engagement, contacts and volunteers
- Responsibility for financial targets, and ensuring budgets are adhered to, as required
- Where appropriate you will be required to write/assist with funding bids and fundraising opportunities
- Creating and managing new initiatives and projects relevant to community engagement, this can include gender-specific projects both internal and external
- Developing high quality community engagement plans to encourage participation and involvement within particular communities where HBA and harmful practices are considered more prevalent
- Leading and working closely with the marketing and communications team to plan and develop key community and fundraising events
- To work together with the CEO and the wider team to develop a clear community and volunteer engagement strategy
- To work closely with our training and development manager and the wider team to develop the Savera UK Community Peer Advocate Programme.
- To review and develop the current volunteer training, including volunteers' roles and responsibilities.
- Assist and support, where relevant, with any Savera UK activities and engagement, this may include Savera UK clients and campaign activities
- Providing assistance and management responsibilities to the team during other senior manager's absence, if team requires guidance
- Working with the Youth Engagement and Education Officer to assist and support with any youth activities and engagement

## **Specific Community Engagement:**

- Develop and maintain current and new community relationships and in particular communities where HBA and harmful practices have a high prevalence
- Create and facilitate activities that are engaging and encouraging for people to get involved in. This may include online and in-person community platforms to ensure active participation and engagement
- Encourage and support community-led initiatives and activities

- Work closely with communities, including faith and community leaders, to work together and develop and deliver the best opportunities to raise awareness of HBA and harmful practices
- Respond to community enquiries, feedback and concern in a timely and professional manner
- Recruit volunteers from diverse communities to take up volunteering roles and Savera UK Community Peer Advocacy programme

## **Partnership & Engagement:**

- Connect and build on Savera UK's network and strengthen our collaboration and partnership with agencies and services including the corporate sector
- Identify and establish partnerships with relevant organisations, to influence and expand our engagement and fundraising opportunities
- Represent the organisation at events and any relevant engagement to promote the work of the organisation and build our network and partnerships.

## **Essential Criteria:**

- Holds higher education diploma/degree or relevant qualification with significant experience of working in project management position in the charitable sector (specific HBA and harmful practices, domestic abuse services, or similar sector)
- Demonstrable strong track-record of working with diverse communities and services, including the statutory and the corporate sector
- A detailed understanding of, and demonstrable commitment to, the core beliefs, values and objectives of Savera UK
- Substantial understanding of financial management and project budgeting
- Significant experience of leading, motivating, mentoring, and coaching of staff to succeed in their roles and performance
- Excellent experience of developing and implementing new initiatives and community engagement projects
- A confident communicator with experience of influencing and managing relationships at different levels, in particular communities where HBA and harmful practices has a high prevalence

- Substantial experience of risk management and responding promptly to mitigate all risk and health and safety
- Able to demonstrate experience in community fundraising and project bid writing
- Able to demonstrate proficiency in project management, with a keen attention to detail and the ability to juggle multiple tasks and priorities simultaneously
- Act as the main point of contact within your project for any safeguarding concern/risk and reporting to the appropriate and responsible person in line with the Savera UK safeguarding and risk management policies

## **Personal Quality:**

- **Passionate Advocate:** Demonstrates a genuine passion for human rights and social justice issues, with the desire to truly contribute to ending 'honour'-based abuse and harmful practices.
- Resilient, with the ability to handle adversity and challenge in a positive way
- High levels of personal integrity and ability to maintain trust, sensitivity and confidentiality at all times
- Inclusive, compassionate and authentic leadership style
- Able to work independently and as part of a team
- Demonstrable ability to foster a positive, values-driven culture where staff at all levels are supported and empowered to succeed
- Flexible and adaptable attitude towards work
- Innovative thinker with a drive to continually improve
- The ability to pay attention to detail and understand the importance of the organisation's communication and branding
- Have the ability to reflect on and to learn lessons from experience and to analyse the effectiveness of projects or interventions.
- **Creative Problem-Solver:** Possess strong creative thinking and problem-solving abilities, capable of developing innovative solutions to challenges.
- **Strong Communication Skills:** Excel in both written and verbal communication, with the ability to use range of methods to engage with diverse audiences effectively.
- **Collaborative Spirit:** Works well in cross-functional teams, building strong relationships and fostering collaboration with internal stakeholders, external partners, and agencies.

- Project Management Expertise: Demonstrates proficiency in project management, with a keen attention to detail and the ability to juggle multiple tasks and priorities simultaneously.
- Significant evidence of working under pressure, as well as encouraging innovative ways to support staff.

## **Other requirements:**

- Knowledge of relevant Government Policies around 'honour'-based abuse and harmful practices, Domestic abuse/violence and any other relevant legislation
- Demonstrate knowledge of understanding the communities affected by 'honour'-based abuse and harmful practices locally, regionally, and nationally, with an excellent awareness of cultural, social and health issues.
- Undertake relevant courses to gain further knowledge and understanding
- Quick learner
- To be familiar with relevant policies concerning Health & Safety at work, Safeguarding and relevant health-related policies
- To carry out any other duties commensurate with the role, as required by the CEO and Board

**Location:** The post holder location/office will be Liverpool based but will also need to work where relevant/required including traveling, therefore a full, clean driving licence and to own car is essential, mileage would be reimbursed with any that used to deliver the role

**Office base:** Please note that due to the nature of our work and for security purposes, we do not disclose the location of the post until the successful candidate is appointed. However, we can confirm that our registered head office is around 30 minutes' walk or 15/20 drive from our working location

## **Savera UK provide all staff with:**

**Holiday:** 28 annual leave and bank holidays

**Pension:** Employer contribution of 3% gross of employment

**Training and Development:** Savera UK provide training and personal development opportunities and CPD training

**Wellbeing:** external supervision and other wellbeing opportunities

## **How to apply**



Download and read the Job Description and Person Specification below from the SaverA UK website (<https://www.saverauk.co.uk/work-for-us/>)

SaverA UK will consider applications from candidates who have comparable qualifications and experience for the role advertised. Please send a CV and covering letter, outlining your suitability for the post, and complete the equal opportunities monitoring form.

Applications that don't include a covering letter, as specified, will be automatically rejected.

Following receiving your CV and covering letter, SaverA UK may ask you to complete a further application form, to help us gather further information. Ensure your covering letter clearly relates to the essential specification required for the role, alongside any other details relevant to the job description.

**Closing date for applications: 5pm on Thursday 5<sup>th</sup> September 2024**

The recruitment process will be in two stages. If you are shortlisted, SaverA UK will be in contact to arrange an informal 20-minute chat about the role and your interest in it. SaverA UK will then invite candidates who progress to the second stage to an in-person interview, which will comprise competency questions and a task on which they will be asked to present back to the interview panel. Candidates will be provided with information for the task, which will be sent ahead of the interview.

In-person interviews are expected to take place in w/c 23rd September 2024. Please inform SaverA UK, when you apply, if there are any dates in that week or the following week that you can/cannot attend.

All applications will be treated in strictest confidence. For any enquires, and to send your CV covering letter, and equal opportunities form directly to Jess on [recruitment@saverauk.co.uk](mailto:recruitment@saverauk.co.uk)