

**Jewish Women's Aid
Safer Dating Coordinator
Job Description**

Job Title	Safer Dating Coordinator
Objectives	To strategically plan, deliver and promote the Safer Dating programme
Accountable to	JWA Education Coordinator
Responsible for	This post has no line management responsibilities
Working relationships	Schools, Jewish Community, informal education professionals, external associations
Key responsibilities	<ol style="list-style-type: none"> 1. To raise awareness of domestic abuse among young Jewish people 2. To educate young Jewish people about healthy, safe relationships 3. To prepare and deliver educational programmes in Jewish environments for 16-25 year olds building on the research JWA has commissioned. 4. To create and maintain resources for sessions 5. To regularly maintain social media accounts promoting and reinforcing the programme, responding to followers and actively extending networks 6. To strategically plan the programme ensuring maximum reach through relationships with Jewish organisations and networks across the country 7. To develop partnerships and strategic relationships with other key organisations 8. To coordinate, train and prepare ambassadors to deliver programmes in settings 9. To maintain data and records of all work carried out and to produce progress reports as required 10. To collate evaluation forms from sessions 11. To support the work of the education co-ordinator in delivering educational sessions to young people in schools and other settings. 12. To carry out other duties appropriate to the post as requested by the Executive Director
Regularly attended meetings	Monthly staff meeting, Education Sub-committee meetings, regular supervision
Core skills	Public speaking Excellent writing & social media skills Preparation and delivery of informal education programmes

**Jewish Women's Aid
Safer Dating Coordinator
Person Specification**

Requirement	Desirable/ Essential
Experience	
Public speaking experience	Essential
Experience of creating and developing delivering learning sessions to young people	Essential
Experience of teaching or educating in schools	Desirable
Experience of working under pressure and prioritising work load	Essential
Experience of using social media to promote a cause, event or business	Desirable
Knowledge & understanding	
Knowledge and understanding of the issues facing women and children affected by domestic violence	Desirable
Knowledge and understanding of the UK Jewish community	Essential
Knowledge and understanding of teenagers and the differing learning styles of young people	Essential
Knowledge and understanding of Safeguarding procedures	Desirable
Skills and Abilities	
Ability to speak with authority and to engage both large and small groups	Essential
Ability to maintain clear professional boundaries in unstructured settings	Essential
Ability to work on own initiative, with limited direction	Essential
Ability to work as part of a team	Essential
Ability to communicate effectively verbally, in writing and on social media	Essential
Ability to ensure that Equal Opportunities and Anti Discriminatory Practice is implemented in all aspects of the work	Essential
Ability to liaise with a wide variety of religious, voluntary and educational institutions	Essential
Ability to be self-servicing and maintain own administrative records	Essential