**Prevention & Awareness Lead**

This document defines the responsibilities of the Prevention & Awareness Lead role within GWA, whilst the contents are comprehensive, they are not exhaustive.

**Prevention & Awareness Lead**

**Direct Line Manager to: Prevention & Communications Worker (P/T)**

**Direct Line Managed by:** GWA Manager

**Working Pattern:** 16 hours per week

**Proposed Working Pattern:** 4 hours per day, 4 days per week Mon - Fri

**Salary:** £31,016.38 pro rata

There are 3 main pillars of responsibility for the role of the Prevention & Awareness Lead, each of these are explained in in this document to give insight to the role, a further detailed job description will be made available during interview to selected candidates.

Staff Management

Media Communications

Prevention & Awareness Raising

**Prevention, Participation and Activism**

* Work with Manager to develop and produce an annual prevention and awareness activity plan in line with GWA strategic plan.
* Lead on the creation of presentations of the work of GWA for stakeholders commissioning awareness raising sessions from GWA.
* Lead on the creation of creative content material for GWA communications and presentations to a variety of audiences.
* Promote the voice of lived experience to influence positive policy change both locally and nationally.
* Participate and contribute on behalf of GWA organisation and represent voice of service users at forums and events such as VAW partnerships and external consultations.

**Media Communications**

* Lead the Communications Worker to develop and implement a strong communications plan for the promotion of GWA activities, local and national trends and concerns for women, children and young people affected by domestic abuse.
* Write articles for external communications on behalf of GWA on a variety of platforms including regular newsletter, website and social media content.
* Oversee, monitor, and review website and media content to ensure it is relevant and up to date for GWA services.
* Work with the Manager for external media communication requests and respond accordingly during GWA operational hours.
* Lead on the development of regular internal GWA newsletter, to ensure all staff members and trustees can contribute and receive the newsletter.

**Staff Management**

* Oversee and support the work of the Communication Worker.
* Provide regular guidance and support to Communications Worker for the purpose of communications within the GWA service in a positive and productive manner.
* Ensure Communications Worker learning and development is promoted and encouraged for relevance of her role for development of skills and knowledge.
* Management of Communication Worker’s terms of employment including time management, submission of timesheets, expenses, annual leave and all other absence management.
* Carry out regular support and supervision meetings with Communications Worker and ensure files are accurate and kept up to date.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Title** | **Essential** | **Desirable** |
| Experience of creating and delivering a work plan schedule | Checkmark with solid fill |  |
| Experience creating and delivering training/awareness sessions to stakeholders and the public | Checkmark with solid fill |  |
| Experience with line managing staff |  | Checkmark with solid fill |
| Excellent skillset and confidence for public speaking and presentation delivery | Checkmark with solid fill |  |
| Excellent skillset and confidence with engaging with all stakeholders of the organisation | Checkmark with solid fill |  |
| Excellent administration and communication skills | Checkmark with solid fill |  |
| High competency with Microsoft packages including power point | Checkmark with solid fill |  |
| Ability to prioritise workloads to meet deadlines | Checkmark with solid fill |  |
| Ability to work with minimal supervision | Checkmark with solid fill |  |
| Have a full driving licence and access to own car & ability to travel across Aberdeen & Aberdeenshire | Checkmark with solid fill |  |
| Knowledge of Domestic Abuse and its impact for women, children & young people |  | Checkmark with solid fill |
| Knowledge of social media and website content for the purpose of promoting organisation activities |  | Checkmark with solid fill |

**Organisational Structure:**

Board of Trustees

Manager

**Prevention & Awareness Lead**

Funding & Finance Lead

Women’s Service Lead

CYP Service Lead

Group Service Lead

Communications & Prevention Worker

Children’s Support Workers

X3

Women’s Support Workers

X5

Group Worker

X1

Advocacy Worker

X1

Facilities Worker

X1