

Head of Operations

Job description and person specification

Accountable to: Board of Trustees

Location: Remote

Contract type: 4 Days (30 hours/week)

Salary: £28,000 per annum (Incl Workplace Pension & 23 days holiday)

The Male Survivors Partnership (MSP) is a membership organisation set up to support charitable and not for profit agencies who offer therapeutic services to male survivors of sexual violence. Created in 2017 by a group of specialist male agencies, the main achievements of the organisation have been establishing a recognised Male Quality Standard for Working with Male Survivors (administered by LimeCulture <https://limeculture.co.uk/accreditation/>) and the creation of an organisational website with a dedicated members area (<https://www.malesurvivor.co.uk/>).

The MSP was created to address the absence of formal strategies for the acknowledgement and delivery of services to male survivors. This absence has led to the rise of a number of myths around the sexual abuse of men resulting in a variable and uncoordinated approach to male survivor services on both a local and national level. The MSP aims to respond to this by providing information and support to statutory and charitable organisations working with male victims/survivors of sexual abuse, rape and sexual exploitation; and provide male survivors with a single point of reference to national and local support services.

The Role

Over the past 3 years the MSP has gained over 40 members and now sits on national Governmental and Health forums to represent the male survivor voice and experience. Still very much a young organisation in its development stage, the trustees have agreed a business plan to take forward the strategic vision of the organisation.

The successful candidate will have a range of skills and experience in managing a membership and the systems and procedures to run a small organisation along with an

understanding of the plight of the male survivor in the current climate. Acting as the organisational lead for the MSP, they will have confidence in developing a long term membership strategy and managing the day to day business of the MSP.

This is a new post that will report directly to the board of trustees and the successful candidate will work with external agencies that manage our Quality Standards and website/social media (<https://wearejam.agency/>). The successful candidate will build upon the MSP's achievements and help steer the trustee board in creating a larger and more significant umbrella organisation serving agencies working in the field of male sexual violence.

Currently the MSP has no premises so this role will require working from home. The MSP will pay a working from home supplement additional to salary of £250 per annum. Any travel expenses incurred will also be paid additional to salary.

This role is currently funded for one year and employment will be offered for further years subject to the candidate successfully raising additional funds.

How to Apply

Please apply by submitting a CV and covering letter (no more than 1 A4 side) outlining your interest in and suitability for the role. **Please send to hello@malesurvivor.co.uk**

Closing date for applications: Tuesday 30th June

Successful candidates for interview will be notified by Monday 13th July.

Please note that if you have not heard by this date, you have not been selected. Due to limited resources we are not able to provide feedback on why you have not been selected.

Interviews will commence from July 20th and be arranged subject to Covid 19 restrictions at the time - we envisage they will be online.

Main duties of the role

The MSP Business Plan 2020-23 is structured around four main themes under which the duties of the role are organised:

Theme 1 - Support - “We will develop a range of resources to support member organisations in all aspects of their work”

<ul style="list-style-type: none"> Review and develop the current MSP membership offering including structure, benefits and possible pricing
<ul style="list-style-type: none"> Survey the membership to discover and implement the types of resources they require (an initial survey was carried out in 2019 and requires development)
<ul style="list-style-type: none"> Work with Jam to develop a series of online forums on different areas of members organisational work such as fundraising, outcome monitoring, clinical structures, CEO support etc
<ul style="list-style-type: none"> Compile and deliver a quarterly newsletter with sector relevant information to support members work

Theme 2 - Engage - “We will continue to promote and enhance our Male Quality Standards to members and beyond”

<ul style="list-style-type: none"> Work with LimeCulture to support all members to gain the MQS accreditation
<ul style="list-style-type: none"> Work with LimeCulture to creating a re-accreditation framework that is practical and cost effective for members (first re-accreditations due in Mar 2021)
<ul style="list-style-type: none"> Survey members to discover the impact of the MQS accreditation on the development of member agencies
<ul style="list-style-type: none"> Work with LimeCulture to create further non-accredited versions of the MQS for use in other professional sectors.

Theme 3 - Insight - “We will develop resources on a range of specific topics appropriate to members work with male survivors”

<ul style="list-style-type: none"> • Work with members/institutions to develop formal and informal research on the experience of male survivors and their journey to recovery
<ul style="list-style-type: none"> • Work with Jam to develop and maintain a research library on the MSP website
<ul style="list-style-type: none"> • Work with Jam and members to undertake a UK mapping of agencies including data on male survivor engagement with agencies and Criminal Justice System
<ul style="list-style-type: none"> • Work with the Jam to develop a range of workshops, seminars, events, information on common key topics that are relevant to the sector and practitioners frontline work, including: clinical delivery, evaluation and monitoring of interventions, dual presentations of victim and perpetrator etc

Theme 4 - Inform - “We will share our knowledge with all sectors and the general public”

<ul style="list-style-type: none"> • Work with the Jam to develop and maintain the ‘Male Survivor Support’ section of the MSP website
<ul style="list-style-type: none"> • Work with statutory agencies such as Ministry of Justice, Home Office and NHS to ascertain what data would be useful to them and develop ways of supplying
<ul style="list-style-type: none"> • Work with Jam to develop and maintain the MSP press, social media and digital information channels

General

<ul style="list-style-type: none"> • Act as primary contact for members and day to day administration of phone/email
<ul style="list-style-type: none"> • Set up internal infrastructure administration systems
<ul style="list-style-type: none"> • Work with the treasurer to undertake financial administration of the organisation including fundraising and submitting funder reports and returns.
<ul style="list-style-type: none"> • Administrate and attend trustee board meetings
<ul style="list-style-type: none"> • Represent the MSP at statutory meetings relating to the funding and work of the MSP

Person Specification

Skills, experience and knowledge	Essential Desirable
Practical and thorough knowledge and understanding of the charitable sector including the delivery of services to male survivors	E
Experience and success in different types of charitable fundraising, managing funders and completing fund/outcome monitoring returns	E
Knowledge of UK Gift Aid, GDPR and other legislation relating to the charity sector	E
Basic financial skills, managing a budget and ability to plan and forecast	E
Ability to produce and analyse data and develop information into reports for wider dissemination or presentation	E
Intermediate to advanced level abilities on MS Word, Excel and Powerpoint. GSuite, Mailchimp and accounting software	E
Ability to work to deadlines	E
Excellent copywriting and editing skills	E
Event management experience including online forums	D
Prior experience of managing a membership type organisation	D
Experience of undertaking research	D
Strong understanding of the MSP mission and activities	D
Qualifications	
Degree or equivalent	E
Personal attributes	
A high level of practical and organisational skills	E
Results driven and highly numerate	E
Strong interpersonal, oral and written communication skills	E
Ability to work on own initiative and part of a team	E