



**Marie Collins
Foundation**

*Supporting recovery from
technology-assisted child
sexual abuse*

www.mariecollinsfoundation.org.uk

JOB DESCRIPTION

Participation and Engagement Officer

Location Home based, flexible within UK by negotiation. Candidates are required to undertake regular work in London and at Marie Collins Foundation (MCF) Head Office in Northallerton, North Yorkshire. This post may also involve some international travel.

Reporting To Director of Services

Salary £30,000 - £35,109

Annual Leave 27 days per annum plus statutory holidays.

Working Hours Full-time position (37.5 hrs per week) predominantly carried out during normal office hours (9am – 5pm), subject to operational requirements. Occasional international travel may involve prolonged hours and/or weekend working.

Contract 2-year fixed term subject to a probationary period of 3 months. The post requires a satisfactory enhanced DBS check.

Purpose

To work as part of the MCF team on the delivery of lived experience participation and engagement projects. This will enable MCF to better understand and elevate the experience of wider victim and survivor communities to promote best practice when responding to technology-assisted child sexual abuse (TACSA).

Responsibilities

- Work creatively and innovatively to develop and deliver two lived experience participation projects.
- Work in partnership with other organisations to ensure that projects are delivered on time, to agreed quality standards and within budget.
- Work alongside the Participation and Engagement Manager to support wider participation work with those with lived experience.

Key Duties

In carrying out the above responsibilities the post holder will:

- Coordinate participation timelines alongside wider project plans.
- Maintain accurate records, consent documentation and evaluation data.
- Monitor project progress and produce reports on project development for funders and partners.
- Be responsible for the creation of secure systems that enables victims and survivors to engage with MCF on a range of topics.
- Liaise with the Director of Operations to ensure that the project remains within the agreed budget.
- Facilitate online and in-person participation activities, including workshops, interviews, focus groups and co-design sessions.
- Ensure participants understand how their contributions are being used and provide meaningful feedback throughout the project.
- Identify opportunities for lived experience to inform research, policy, services and practice.
- Recognise and respond appropriately to safeguarding issues and support needs of participants, escalating concerns where necessary.
- Creating a safe environment for participation, including undertaking risk assessments prior to engagement and ensuring appropriate support, debriefing and follow-up is available.
- Support the Media and Communications Officer with promotions, campaigns, media requests as needed.
- Represent MCF at external stakeholder meetings, conferences and other professional events, including internationally when required.
- To support other areas within MCF when required that achieves our strategy outcomes.