##

**Job Description**

**Role:** Co-production Coordinator

**Reports to:** Service Manager

**Location:** Office inSt. Paul’s, Bristol

**Job purpose:** To support One25’s commitment to develop co-production opportunities and develop services with women who street sex work

**Job accountabilities**

* Develop and embed co-production opportunities within One25 to improve services for women who street sex work.
* To support the fortnightly meeting of Bridging Gaps, a group of women who have experienced multiple disadvantages that aim to improve trauma informed access to services.
* To support all members of Bridging Gaps, from their inductions to tailored 1:1 support for members which includes signposting to new opportunities for development.
* To link it with the co-production work happening in other organizations to guide best practice at One25.
* To feedback the work and impact of Bridging Gaps and other co-production opportunities across the organisation.

**Person Specification**

* Able and willing to operate in line with One25’s core values: Compassion – we care. Justice – we fight for change. Learning – we grow together.
* Understanding and passion for co-production and the benefits it brings.
* Understanding of complex trauma and the importance of trauma responsive services.
* Understanding of the experiences of women who street sex work.
* Good understanding of GDPR, data protection, boundaries and confidentiality
* High level of communication skills and able to connect with people who have their own unique experiences and backgrounds, as well as external partners.
* Confident in speaking to groups of people.
* Good numeracy and literacy skills.
* Proficient knowledge and ability in using IT systems including Microsoft 365 (Word, Outlook, Excel, PowerPoint, Teams) and confident in using case management systems.
* Excellent organisation skills, able to manage multiple priorities and projects.
* Flexible, pro-active with a can-do approach to problem-solving.
* Flexibility and willingness to work outside usual hours when required