

## Victim Surrogacy Program Coordinator Job Description

**Job Title:** Victim Surrogacy Program Coordinator

**Reports to:** Executive Director

**Hours:** 17.5 hours per week

**Contract Period:** Anticipated start date is March 1- 15, 2025 until August 15th 2026. Funding for this position is for the duration of this grant.

**Rate of pay:** \$38-\$40/hour will be considered based on experience and/or education

**Benefits:** Benefits are currently not available but we hope to have some form of benefits in place for staff in 2025.

**To apply, please email your cover letter and resume to [office@rjvictoria.com](mailto:office@rjvictoria.com)**

**This job posting closes at 11:59 pm on February 6, 2025.**

Many victims referred to restorative justice (RJ) do not wish to meet their offender but would like their offender to meet with someone who has experienced a similar type of harm within the RJ process. Restorative Justice Victoria (RJV) has received funding to develop a Victim Surrogacy Program. The **Victim Surrogacy Program Coordinator** will develop the program, which will include researching best practices around victim surrogacy; developing a surrogacy training program; recruiting, training, and supporting a roster of victim surrogates; and developing and conducting evaluation on the program. The goal of the surrogacy programs is to provide victims with vital participation options to better meet their unique justice needs.

### **Duties and Responsibilities**

#### Project development and management:

- Conduct research, both formal and informal and through interviews and consultation, on best-practices related to surrogacy in RJ from a trauma-informed perspective.
- Lead the development of resources and infrastructure to support RJV's Victim Surrogacy Program Pilot, including developing an operations manual and supportive client materials.

#### Volunteer recruitment, training, and support:

- Develop recruitment procedures for the surrogate roster.
- Create training for the surrogate program based on best practices.
- Conduct at least two rounds of surrogate roster recruitment and training sessions during the pilot.
- Provide support and care mechanisms to surrogacy roster from a trauma informed perspective.

#### Evaluation

- Develop a framework and conduct evaluation on the surrogacy training.
- Develop a framework and conduct evaluation for staff, volunteers and clients to assess the surrogacy role and how to improve it after the pilot.

Reporting:

- Regularly report to Executive Director on key deliverables throughout the pilot.
- Prepare interim and final reports for the Funder.
- Along with the other members of the staff team, contribute to funding applications and reports.

Other Duties:

- Contribute to monthly staff report to the board.
- Participate, along with the Board of Directors and staff, in strategic planning and visioning.
- Contribute to the Annual Report and staff reports presented at the Annual General Meeting.

**Required Abilities, Experiences, and/or Education**

- Undergraduate or master’s degree or equivalent work experience in a relevant field.
- Experience managing projects and developing program resources.
- Advanced understanding of trauma informed practice, decolonization, anti-racism, and victim/survivor-centred practice.
- Demonstrated ability to build trust and maintain relationships.
- Demonstrated ability to deal tactfully with sensitive client issues and maintain confidentiality.
- Ability to manage time effectively, prioritize tasks, and meet deadlines.
- Excellent written skills and research skills.
- Successful vulnerable-sector police information check.
- Available to work flexible hours including some evenings and weekends.

**Desirable Abilities, Experiences, and/or Education.**

- Intermediate computer skills (e.g., Word, PowerPoint, database management, Excel).
- Training and/or experience in restorative, transformative, and/or community justice or a relevant field.

**Breakdown of Activities**

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| Volunteer recruitment/training/support | 30% |
| Research                               | 20% |
| Policy/procedure development           | 20% |
| Program evaluation                     | 20% |
| Project Reporting                      | 5%  |
| Miscellaneous                          | 5%  |

We value the wisdom of lived experience as a form of expertise and especially encourage people at the intersections of oppression to apply, this includes BIPOC, 2SLGBTQIA+ and differently able individuals, as well as others with the skills and knowledge to engage productively with diverse communities. We know that there are great candidates who may not possess all the skills that we have described. We would like to hear from you even if you have most (but not all) of the skills listed.