



University Students' Council of the University of Western Ontario
Position Description
**SEXUAL VIOLENCE PREVENTION & CONSENT EDUCATION
COORDINATOR**

EFFECTIVE: January 5, 2017

AUTHORITY: Executive

RATIFIED BY: Executive

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**1.00 POSITION TITLE: SEXUAL VIOLENCE PREVENTION & CONSENT
EDUCATION COORDINATOR**

2.00 POSITION OVERVIEW:

- (1) The Sexual Violence Prevention & Consent Education Coordinator seeks to enhance dialogue surrounding the spectrum of sexual violence on campus and educate students on healthy relationships.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Support survivors of sexual violence and work to reduce incidents of sexual violence on Western's campus, and educates the University community on the paradigm of sexual violence.
- (2) Act as a liaison between the Sexual Violence Prevention and Education Coordinator at the University and the USC.
 - i. Assist the university with the implementation of the Sexual Violence Prevention Policy as a resource if called upon.
 - ii. Sit on the University's Sexual Violence Prevention Education Committee.
- (3) Select and supervise the Sexual Violence Prevention & Consent Education Executive Committee.
 - i. Act as chair of the Executive Committee.
- (4) Maintain regular, scheduled office hours in the Peer Support Centre.
- (5) Design and implement at least one promotional campaigns related to:
 - i. to Sexual Health Education and,
 - ii. Sexual Violence Prevention per semester.
- (6) Develop and maintain content for the Sexual Violence Prevention & Consent Education services on the appropriate USC affiliated web page.



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- (7) Create a student environment that supports survivors of sexual violence, works to reduce incidents of sexual violence on the Western campus and educates the University community on the paradigm of sexual violence.
- (8) Host regular awareness programs on preventing sexual violence and fosters support for survivors.
- (9) Establish relevant policies, programs and ongoing education workshops in order to work to prevent and end sexual violence on campus.
- (10) Conduct one research project throughout the year that addresses an issue or area of improvement that is of interest to the Coordinator that will provide student feedback and professional research to the USC within the Coordinators relevant area. Upon completion, the Coordinator will both use the acquired research to advocate to relevant parties on behalf of student interests as well as provide a research summary and brief to the Student Programs Officer.
- (11) This research project will consist of a combination of both issue identification and policy research.
 - i. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.
 - ii. Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.
- (12) Adhere to USC bylaws, policies and procedures.
- (13) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00 ELIGIBILITY:

- (1) All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- (2) A Coordinator cannot be a USC Councillor during their term as a Coordinator.

5.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Sexual Violence Prevention & Consent Education Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide



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constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

- (2) **Project Management:** The Sexual Violence Prevention & Consent Education Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Sexual Violence Prevention & Consent Education Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Executive Committee, the Sexual Violence Prevention & Consent Education Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

6.00 TIME COMMITMENT:

6.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week
- (3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (4) The Sexual Violence Prevention & Consent Education Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

7.00 TRAINING/SUPPORT:

- (1) The Sexual Violence Prevention & Consent Education Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- (2) The Sexual Violence Prevention & Consent Education Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Participate in the Peer Programs SafeTALK training.



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- (4) The Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.
- (5) Throughout their term, the Sexual Violence Prevention & Consent Education Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.

8.00 LEARNING OUTCOMES:

- (1) The Sexual Violence Prevention & Consent Education Coordinator will develop the propensity and capacity to challenge gender based discrimination and sexual violence on campus through public education.
- (2) The Sexual Violence Prevention & Consent Education Coordinator will develop project planning and event management skills.
- (3) The Sexual Violence Prevention & Consent Education Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

9.00 COMMUNITY IMPACT:

- (1) The Sexual Violence Prevention & Consent Education Support Service aims to provide students with the information they need to make educated decisions regarding sex. The service also aims to increase awareness regarding the continuum of sexual violence and educate the student body on the importance of consent.
- (2) The Sexual Violence Prevention & Consent Education Coordinator will work to foster a strong sense of involvement and shared participation among Executive Committee members in all portfolio endeavours.

10.00 EVALUATION:

- (1) The Sexual Violence Prevention & Consent Education Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of



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satisfaction in the position and identify further learning needs for successful job completion.

- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

11.00 COMPENSATION

(1) The Sexual Violence Prevention & Consent Education Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.

(2) In order to receive the first honourarium payment, the Sexual Violence Prevention & Consent Education Coordinator must:

- i. Remain within the position until January 1st in the relevant academic year;
- ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

(3) In order to receive the second honourarium payment, the Sexual Violence Prevention & Consent Education Coordinator must:

- i. Remain within the position until April 30th in the relevant academic year;
- ii. Submit a final report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

12.00 SUPERVISION:

(1) Primary supervision: Student Programs Officer

(2) Secondary support: Coordinator, Volunteer Services and Manager, Volunteer Services