



Information and Resources Officer  
30 hours/4 days per week  
(1-year fixed term contract)

#### Introduction

Surviving Economic Abuse (SEA) is the only charity in the UK dedicated to raising awareness of economic abuse and transforming responses to it. Our work is informed by a group of women who are 'Experts by Experience'.

Founded in 2017, SEA is a new charity which is already making a significant impact. As a direct result of our work, economic abuse is named within the statutory definition of domestic abuse in the draft Domestic Abuse Bill.

Our four strategic priorities focus on awareness-raising, professional responses, systems change and policy influencing.

#### About the Information and Resources Officer role

Surviving Economic Abuse (SEA) and Money Advice Plus (MAP) jointly run the Domestic and Economic Abuse Project (DEAP).

SEA is seeking to recruit an Information and Resources Officer to capture our work via 'Tools to Thrive'. These are a range of resource sheets through which victim-survivors and the professionals who support them can access information on how to achieve economic safety (maximise access to economic resources and sever financial links with abusive ex-partners).

#### Job description

The role of the Information and Resources Officer is to develop resources for diverse audiences and stakeholders, ensuring that women with lived experience of economic abuse inform the design and delivery of this work. This will include, but is not limited to:

- Working with our Banking and Insurance Advocate as well as industry experts to develop a toolkit for banks, building societies and insurance companies to guide their interactions with vulnerable customers.
- Working with our Domestic Abuse Debt Advocate to develop a toolkit for money and debt advice services who are supporting victims of domestic abuse.

- Working with our Privately-Owned Housing (POH) Advocate to capture how to work with mortgage companies, estate agents, conveyancers and the courts to help victim-survivors stay on the housing ladder.

#### Project management

- Attend regular team working days in London.
- Provide regular updates on progress to SEA Director and Trustees and report on final outcomes.
- Ensure all work is undertaken in accordance with SEA's policies and procedures.

#### The Information and Resources Officer:

- Reports to the Director
- Works across the charity to 'capture' the expertise held by staff members and Experts by Experience.

Knowledge	
An understanding of issues affecting victim-survivors of domestic violence and economic abuse specifically	Desirable
An awareness of the importance of language when writing about domestic abuse.	Desirable
Skills	
Excellent written skills	Essential
Ability to analyse complex information and present it in an accessible and engaging manner	Essential
Ability to work on a self-supervision basis, prioritise own work and meet deadlines	Essential
Ability to work effectively as a member of a team	Essential
An ability to use initiative, patience and perseverance to help resolve problems.	Essential
Experience	
Experience of writing for different audiences	Essential
Experience of producing information and resource sheets	Desirable
Experience of working/contact with victim-survivors of domestic abuse or vulnerable customers	Desirable
Qualities	
Strong interpersonal communication skills and experience of interacting with a diverse range of people/groups	Essential
A commitment to the <a href="#">values and ethos</a> of SEA	Essential

#### Terms and conditions

The position of the Information and Resources Officer is offered part-time (30 hours a week) on a 12-month fixed term contract. The position may be extended in the future subject to funding. The position is home-based and involves regular travel to London.

SEA is offering a salary of £25-28,000 depending on experience, and membership of the People's Pension scheme with a contribution of 3 per cent from SEA.

This post is open to women only and is exempt under schedule 9 (Part 1) of the Equality Act 2010.

For an informal discussion about the role, please contact Nicola Sharp-Jeffs (SEA Director).

[Nicola.Sharp@survivingeconomicabuse.org](mailto:Nicola.Sharp@survivingeconomicabuse.org) / 07551 783193

#### Application

Please submit your CV with a supporting statement which should address how you meet the knowledge, skills, experience and qualities set out in the job description and person specification to: [info@survivingeconomicabuse.org](mailto:info@survivingeconomicabuse.org).

The deadline for applications is 9am on 28 March. Shortlisted candidates will be invited to interviews taking place in London on Monday 1 April.

SEA is a registered charity number 1173256