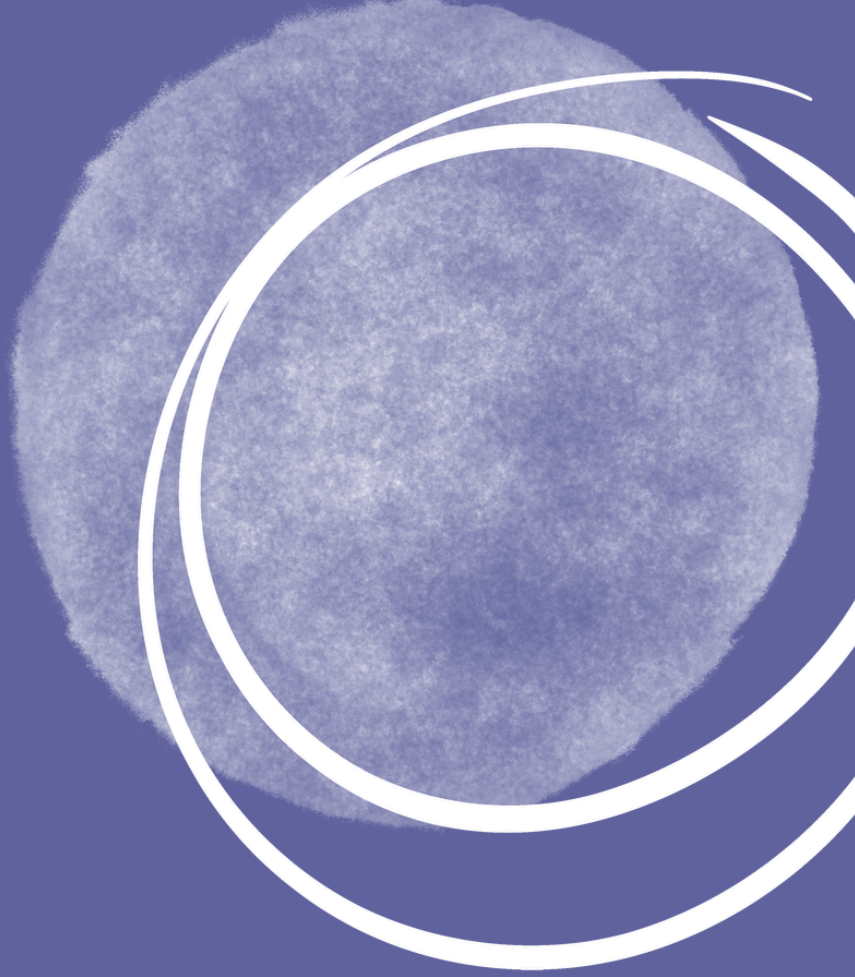




Bluestar Project: Programme Officer Recruitment Pack



Bluestar Programme Officer

Employment details

Post:	Bluestar Programme Officer
Team:	Supported Systems Programme
Responsible for:	Coordination and Support for the Bluestar Systems-Change Programme designed to improve access to health, education, and justice for children affected by child sexual abuse across England
Reporting to:	Programme Manager
Contracted Hours:	36 hours a week (1.0 WTE)
Salary:	£35,000 1.0 FTE for 12-month role (PAYE) £190 per day, 5 days per week for 46 weeks (Self-Employed Associate)
Working Days:	Monday – Friday
Location:	Virtual and onsite
Contract:	12 months from November 2026, with the possibility of extending

Why the Bluestar Project

The Bluestar Project is the UK's best practice response to improving access to pre-trial support. Pre-trial therapy is any therapy or support provided to survivors of trauma who report to the police while their case is under investigation. We have been funded by the Home Office, Ministry of Justice and NHS England to conduct research, develop practice resources, training, accreditation and national conversations across sectors. Our seminal research "Keeping Secrets" (2022) demonstrated that children who had experienced sexual abuse were being turned away from therapy and support spaces when they were pre-trial for fear of damaging the criminal case. We found a lack of confidence in responding to child sexual abuse and inconsistencies in pre-trial care across the system of agencies working with families (social care, education, advocacy, police, mental health). Since then, we have worked with criminal justice agencies (Crown Prosecution Service (CPS), National Police Chiefs' Council (NPCC), Ministry of Justice), voluntary specialists, statutory/healthcare services and key government stakeholders to develop policies that ensure systems change and provision of effective pre-trial support across the country.

Our mission is to ensure that every person who has experienced trauma has access to support and justice. Since April 2023, we have trained over 3,000 practitioners which equates to 100,000 survivors being able to access pre-trial support every year. Through training and our resources, we have grown confidence across services nationally, encouraging them to open their services pre-trial.

Young survivors' voices sit at the heart of everything we do. Survivors have co-produced our existing research programmes; resources and our Associate Team of trainers includes members with lived experience. The Bluestar Project founded the VOICE Project at the Green House, a leadership and changemaking programme that supports young survivors of sexual abuse into creative systems-change work through activism. You can find our research and existing resources at www.bluestarproject.co.uk.

Purpose of the role

Children and young people affected by child sexual abuse (CSA) deserve a joined-up, trauma-informed response from every agency around them. Too often, services work in parallel rather than together, and children and families experience the consequences of that. Bluestar's systems change programmes work with local areas across England and Wales to strengthen the multi-agency response to CSA, across health, social care, education, police, the voluntary sector and commissioning. In our systems programmes we deliver:

- service mapping and needs assessment;
- workforce development, including pre-trial therapy training and multi-agency learning;
- multi-agency case management;
- cross-agency reflective practice;
- lived experience leadership;
- commissioning support.

Our programmes leave areas with an accessible CSA pathway and a system ready for Child House, or for continued development of other systems change models.

The Programme Officer will provide effective and efficient programme co-ordination and support for the Central/Supported Systems Team involved in the Bluestar Supported Systems Change Programme. You will work alongside the Programme Manager to support the team to connect local stakeholders, map local commissioning & provision, provide training and share best practice; with the aim of

supporting the local system to agree a shared vision for future commissioning of CSA support services, such as Child House or other systems change models.

This is a development role. You will work alongside our Programme Manager and Central team to develop the process, tools and resources for a longer-term programme beginning next financial year.

Duties and responsibilities

Coordination and programme support

1. Support the planning and delivery of programme activities, including supporting the Practice Advisor with mapping, learning events, and meetings.
2. Work with the Programme Manager to maintain and monitor project timelines, ensuring milestones are met and risks are escalated promptly.
3. Coordinate logistics for booking 1:1 interviews, workshops, focus groups, and training sessions across CAMHS, Police, Specialist – VCSE/SV, social care. This will include venue booking, materials preparation and participant communication.
4. Stakeholder Engagement with a wide range of partners, including OPCC, ICBs, CAMHS, police, social care, health and voluntary sector organisations.
5. Facilitate communication between Bluestar Associates and external stakeholders to ensure alignment and collaboration.
6. Support the Bluestar National Lived Experience Consultant to develop and deliver the Young People's and Parent/carer groups, co-producing best practice services in the region.
7. Support the Bluestar National Lived Experience Consultant to develop relationships with regional partners to enable effective change-making for young people and parents/carers.

Data and Documentation

1. Assist in gathering and organising data for needs assessments, service mapping, funding and commissioning frameworks across OPCC, ICBs, LA, and NHSE.

2. Maintain accurate records of meetings, events, and programme outputs on the Bluestar Shared Drive, adhering to the Bluestar file naming structure for accuracy and continuity.
3. Support the Bluestar Associates to triangulate the needs assessment, including a self-assessment against best practice models.
4. Contribute to drafting reports, presentations, and evaluation summaries.
5. Maintain accurate, confidential records of all interviews, focus groups, training events and meetings; ensuring timely documentation on the Bluestar Shared Drive.

Support for Training and Learning Events

1. Coordinate logistics for a number of regional learning events, including invitations, agendas, and resource packs.
2. Coordinate the logistics for all Bluestar training events with the Supported Systems programme, online training days and bookable training days nationally.
3. Coordinate Supported Systems consultation spaces and reflective spaces, as well as national network spaces.
4. Provide on-the-day support for events, ensuring smooth delivery and participant engagement.
5. Work with the Programme Manager to ensure feedback gathered to identify impact and evaluation.

Finance

1. Provide day-to-day financial basic operational support including raising invoices, processing expenses, supplier set-up processes, booking travel/accommodation for Bluestar team.
2. Work with the Programme Manager to monitor spend against budget.
3. Manage training bookings and associated invoicing.

Governance and Reporting

1. Work with the Programme Manager to schedule and support meetings, preparing terms of reference, agendas and action logs, including Regional CSA Steering Group, Bluestar team meetings

2. Track progress against Supported Services Timeline and programme objectives, supporting the Programme Manager/Bluestar Directors to undertake regular reporting to funding bodies.

HR and workforce support

1. Support the Programme Manager to develop new business functions that enable Bluestar to meet our requirements as an employer.
2. Support the Central Team with day-to-day recruitment and robust workforce processes including employment recruitment, contracts, provision of payslips, arranging appraisals and supervision.

Compliance and Safeguarding

1. Work alongside the Programme Manager to ensure adherence to Bluestar safeguarding policies and maintain up-to-date training.
2. Handle sensitive information with confidentiality and professionalism.

Other responsibilities

1. Support wider Bluestar service development participate in supervision and training, adhere to Bluestar policies, and contribute to team communication and operational improvements.
2. Assist Programme Manager with wider Bluestar comm's and marketing.
3. Undertake any other tasks as requested by the Central Team to support the wider work of Bluestar including training, accreditation, research and policy influencing.

Person Specification

Bluestar Programme Officer

<i>Criteria</i> <i>E=Essential</i> <i>D = Desirable</i>	<i>E/D</i>
Qualifications	
Degree in a relevant field (e.g., Social Work, Public Health, Psychology, Criminology, Programme Management) or equivalent experience.	E
Minimum 2 years' experience in programme coordination or project management within health, social care, or justice sectors.	E
More than two years' experience in sexual violence sector.	D
Training in monitoring and evaluation frameworks or data analysis.	D
Knowledge and understanding	
Understanding of multi-agency systems and statutory/voluntary sector roles (health, social care, justice).	E
Knowledge of safeguarding legislation and child protection protocols.	E
Familiarity with trauma-informed and strengths-based approaches.	E
Awareness of equality, diversity, and inclusion principles.	E
Knowledge of commissioning structures (OPCC, ICBs, NHSE).	D
Understanding of co-production and participation models with service users.	D
Skills and abilities	
Programme Management • Ability to plan, coordinate, and monitor multiple workstreams across regions. • Strong organisational skills with attention to detail and ability to meet deadlines.	E
Communication • Excellent written and verbal communication skills, including report writing and presentation. • Ability to build and maintain relationships with diverse stakeholders.	E

Analytical Competence in data collection, analysis, and interpretation for needs assessments and evaluations.	D
Technical Proficiency in Microsoft Office Suite and digital collaboration tools including AI.	E
Personal Attributes - Resilience and ability to manage sensitive content. - Flexibility and adaptability in a fast-paced environment.	E
Experience	
Minimum of 2 years' recent experience in a similar systems change, improvement or evaluation role.	E
Experience coordinating programmes involving multiple agencies.	E
Experience organising events, workshops, or training sessions.	E
Experience handling confidential information and safeguarding concerns.	E
Experience in compliance with grant/funding reporting.	D
Experience supporting the work of lived experience groups or participatory governance.	D

How to apply

Please submit your CV and a supporting statement to info@bluestarproject.co.uk. The closing date for all applications is **Tuesday 27th October, 11:59pm**.

We appreciate that some candidates may find other means of communicating their skills and experience more suitable to them. Your supporting statement can be submitted in one of the following formats:

- A cover letter no more than 2 pages long
- 5-minute-long video (either sent as an mp4 attachment alongside your CV or a link to an unlisted YouTube video)

Your supporting statement in one of the above formats should include an answer to the following question: **"How have you successfully supported the delivery of a system-wide change programme in a sensitive or trauma-informed context?"**

There is an optional Equal Opportunities Form included for our internal diversity in recruitment monitoring, which will be sent following receipt of your application. The form will not be seen by those involved in the recruitment process. Although not mandatory, this monitoring allows us to align recruitment with our overall HR strategy, and continuously improve on how we attract, recruit, and retain a diverse range of candidates.

If you have any questions, please email info@bluestarproject.co.uk and we will be glad to help.

Equality, Equity, Diversity, and Inclusion

Bluestar Pre-trial Support CIC is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. We want to have staff that appropriately represents all the communities we serve as an organisation. Therefore, we are particularly keen to hear from candidates living with a disability, and those from the global majority.

Benefits

- 25 days holiday plus bank holidays (pro rata'd for part-time staff).
- We also currently award the Christmas – New Year period off to staff (not deducted from allowance).

Additional leave allowances

Our sickness, maternity, and partner (paternity) leave allowances have been implemented to support our staff to live a happy work-life balance. For staff living with chronic health conditions, we have also created a Wellness Plan which you can request through your line manager.

Flexible employer

We have employed parents, individuals completing their higher education, and other circumstances that have called for a flexible approach to work. You will be able to request flexible working either from day 1, or in one of your Line Management meetings. Whilst we will always consider flexible working requests, the needs of the CIC will also be considered to come to an agreement that suits all.

Whole-organisation Professional Development Fund and Policy to help your CPD

We have access to a Continuous Professional Development Fund which allows staff to request additional learning support and opportunities. We also offer some paid study leave for this.

Access to Wellbeing Support

Alongside working for a CIC that understands the importance of looking after your mental health and supporting its staff, there may be instances where you wish to access wellbeing support from an independent third party.

Fantastic, kind, and hardworking team

The work we do at Bluestar is incredibly exciting and at times challenging – working with multi-agency partners, creating a shared vision and ensuring the voices of those with lived experience are heard. That's why we're proud to foster a workplace culture that values humour, shared learning and collaboration.