



Regional
Trauma
Network



VSS
Victims & Survivors Service



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Offline Supervision (TPDPS/Victims Pension)

SEFF wishes to appoint a Consultant to oversee quarterly Offline Supervision for the group's Welfare TPDPS team initially for the period June 2026 until the 31st March 2027. This contract period may be extended, subject to additional funding being confirmed.

Responses are now invited from suitably qualified individuals/groups to tender for a Contract to complete the above for SEFF.

All submissions should be forwarded by: 1pm on Friday 5th June 2026

For the attention of: Emma Burton- Office Manager.

Submissions to be emailed to: recruitment@seff.org.uk

Please note that once your Tender has been successfully received you will be issued with a receipt.

Terms of Reference

The role of the external supervisor is to provide supervision to SEFF's TPDPS (Troubles Permanent Disablement Payment Scheme) Welfare Team which consists of one Welfare Manager and seven welfare officers. This involves case reviews, client management, monitoring and evaluation advice and wider support designed to identify risks of employee burnout, vicarious trauma etc and to liaise with SEFF's Director on these matters.

The Supervisor will be responsible for providing quarterly group-based supervision.

Requirements

1. To provide supervision which incorporates individual and group activity
2. To outline the supervision model to be used.
3. To provide evidence of previous experience in providing Supervision to a similar group.
4. To provide evidence of management experience.
5. To provide itemised costs for the provision of the Supervision service.

The total maximum budget available for this tender is £1,200 (£300 per session).



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Timeframe

It is envisaged that the service will commence in June 2026 and initially run until 31st March 2027 with possible contract extension beyond this point, subject to funding being confirmed.

Confidentiality

It is accepted by all parties involved that the information obtained through the provision of Supervision is to be considered as confidential at all times.

The successful applicant will be expected to have Professional Indemnity and Public and Employers Liability Insurance Cover.

Other information:

There are no set-aside monies for subsistence, mileage or stationery costs within this contract so please ensure that your costing takes account of this.

Tender Validity

Tenderers shall be bound by their tenders, for a period of 30 days after the deadline for submission of tenders. If the tender is successful, and you are selected to the panel, the prices quoted will remain valid for the duration of the contract.

Cost of preparing tenders

All costs incurred by providers in preparing and submitting a tender shall be at the providers' own expense and SEFF will, in no circumstances, be responsible for any of these costs.

Cancellation of Tender

SEFF reserves the right to cancel this tender at any stage prior to an actual award of contract, and in this event SEFF shall not be liable for any damages whatsoever in this respect.



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Evaluation Criteria

Evaluation of the tenders will be according to the following criteria:

- A minimum of 5 years' experience in the community and voluntary sector, providing offline supervision to teams of employees, and/ or volunteers
- Experience, in supporting those operating within the victims and survivor's sector.
- Knowledge of Trauma.
- Ability to commence work in June 2026 and to provide the service on a monthly basis.
- Cost and flexibility of charges.
- Quality of tender.

This piece of work is being funded via the VSS and its' TPDPs funding strand sponsored by the Northern Ireland Executive Office, and managed by the Victims and Survivors Service.

Organisational Information

SEFF (Supporting, Empowering, Fair, Focussed), organisational background

SEFF was founded on 15th August 1998 to provide practical and emotional supports for a large number of individuals who had been through traumatic experiences as a consequence of 'The Troubles.'

Over the years SEFF's development as a provider of services for victims/survivors has evolved and in the last four years, additional focus has been given to developing the case of need for victims/survivors based in Great Britain and Republic of Ireland, ensuring they also have access to support services alike their Northern Ireland counterparts. The organisation now stands at over 3,200 individual members and their associated families.

Currently SEFF has five hubs for service delivery; Lisnaskea, County Fermanagh. Newtownstewart, County Tyrone. Rathfriland, County Down, Lisburn, County Antrim, Fivemiletown, south Tyrone, Richhill, County Armagh, and with outreach provided to victims/survivors across Great Britain and Republic of Ireland.

SEFF is one of 24 groups attached to the Innocent Victims United umbrella organisation with a combined membership of over 15,000 individual victims' survivors based in Northern Ireland Republic of Ireland, Great Britain and mainland Europe.



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Mission Statement:

‘Supporting Victims and Survivors, Strengthening Communities.’

SEFF’s Core services are:

- **Advocacy services**
- **Clinical Services** including;
 - Counselling support
 - Health & Wellbeing Services
 - Complementary Therapies
- **Welfare Service** including;
 - TPDPS (Victims Pension)
 - Benefits advice + Appeals/Tribunals representation
- **SEFF Projects**
 - Respite
 - Community outreach including Good Relations and Cultural Programmes, Community Allotments etc.
 - Youth outreach programmes
 - National and international projects
- **SEFF Volunteer Programmes**
 - SEFF Calling
 - Befriending Service
 - Community Allotments
 - Personal Development
 - SEFF Charity Shop



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Our Values:

Our values are enshrined within our vision and mission statement and underpin everything we do as well as how we do it. These values include:

Providing the highest quality of service - ensuring that our work is delivered to high standards and our members are treated with equality;

Collaborative - working with our individual members, and with additional organisations to ensure the expressed needs of victims and survivors are addressed;

Person-centred and respectful - we will safeguard and protect the autonomy and decision-making rights of our members at all times to ensure that they receive an independent and impartial service that is focussed on their goals. We will ensure that our members are treated compassionately and respectfully at all times;

Inclusive - in ensuring that the unique nature of violence inflicted on our society is recognised and not forgotten, by working collectively on behalf of members in addition to individual support; and

Listening & Learning - ensuring that we listen to, and are guided by, the expressed will of those members who engage with us in the development and management of our organisation.