

Domestic Abuse Partnerships Officer

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Job Description

Job Title Domestic Abuse Co-ordinator

Location Civic Centre/Home based

Grade/Salary Range RG6b (SCP 28 - 31)

Service/Directorate Housing and Communities
Directorate of Economic Growth and Neighbourhood Services
(DEGNS)

Job Purpose

1. To take a lead for the Council, Brighter Futures for Children (BFFC) and the Community Safety Partnership for Domestic Abuse and related issues such as violence against women and girls. To co-ordinate and strategically support the development of community safety programmes and initiatives in partnership with Council departments, other statutory agencies, voluntary agencies and community groups. To ensure that this work reflects the priorities, aims and objectives set out in the Partnership Plan and the Reading Domestic Abuse Strategy.
2. To co-ordinate and support the work of the Community Safety Partnership and its sub-groups including the Multi Agency Risk Assessment Conference (MARAC) and the Domestic Abuse Strategy Group. The Co-ordinator will work with the Chair of the Domestic Abuse Strategy Group and Thames Valley Domestic Abuse Co-ordinators group to strengthen the membership and functioning of the group.
3. The Co-ordinator will work with partner agencies to ensure that Safeguarding issues remain central to all Domestic Abuse reduction initiatives within the Borough of Reading. The Domestic Abuse Co-ordinator will act as Domestic Abuse champion in the Borough of Reading.
4. To take a lead for the Council and the Community Safety Partnership Board for Domestic Abuse and related issues including, but not limited to violence against women and girls. To co-ordinate and strategically support the development of community safety programmes and initiatives in partnership with Council departments, other statutory agencies, voluntary agencies and community groups. To ensure that this work reflects the priorities, aims and objectives set out in the Partnership Plan and Reading Domestic Abuse Strategy.
5. To lead on the procurement and contract management of Domestic Abuse Services funded by Reading Borough Council and/or BFFC.

Designation of Post and Position within Departmental Structure

1. The post holder report directly to the Community Safety Team Leader in the Community Partnerships Service, Housing & Communities.

Main Duties and Responsibilities

1. To co-ordinate and support the work of the multi-agency Domestic Operational Group.
2. To advise the Partnership including the Head of Community Safety on projects that lead to the reduction of Domestic Abuse, and to co-ordinate and lead as directed, on related community safety and crime reduction initiatives
3. To develop public awareness of Domestic Abuse, using campaigns, publicity material and events; including the co-ordination of the annual White Ribbon Day Conference and liaison with local press to ensure a broad awareness of Domestic Abuse issues
4. In association with the Community Safety Partnership, to maintain links with key staff in partner agencies, including the Police, Probation, Crown Prosecution Service, Health, housing, voluntary sector and community groups to encourage a consistent, co-ordinated response to Domestic Abuse
5. To provide information, advice and support to voluntary and statutory sector services responding to cases of Domestic Abuse
6. To lead on maximising funding opportunities to support Specialist Domestic Abuse services and the development of Domestic Abuse projects; and to ensure that any Domestic Abuse Co-ordination budget is spent appropriately and within timescales
7. To map existing services and devise, in collaboration with the Domestic Abuse Subgroup, programmes to enhance service provision and address gaps
8. To work closely with BFFC to ensure that cases of Domestic Abuse involving children are dealt with appropriately,
9. Ensure that the particular needs of Black and Ethnic Minority communities and other vulnerable groups experiencing Domestic Abuse are understood and responded to in an appropriate manner.
10. To attend meetings of the Reading Multi-agency Risk Assessment Conference (MARAC); ensuring commitment from partners and attendance to meetings, provide advice and support to partners regarding the appropriateness of referrals, and to monitor and evaluate the effectiveness of MARAC.
11. To co-ordinate and support the development, ~~and~~ implementation and delivery of Domestic Abuse training programs for Council staff and partner agencies as required.
12. To develop and manage the delivery of local strategies to reduce Domestic Abuse, taking into account legislative changes and draw upon guidance and good practice.
13. To lead on the procurement of Services relating to Domestic Abuse commissioned by Reading Borough Council or BFFC, and to manage any subsequent contracts.
14. Any other duties reasonably requested by management.

15. Carry out all accountabilities in compliance with the Council’s Policies and Procedures

Scope of Job (Budgetary/Resource Control/Impact)

1. No budgetary responsibilities for this post.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced without a check of the barring list(s)
Does the post require a check against the list of people barred from working with vulnerable adults?	Yes
Does the post require a check against the list of people barred from working with children?	Yes
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	None
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	LEVEL 2
Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	As part of team/service planning, the post holder will take responsibility for identifying and managing significant risks relating to Domestic Abuse.
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	As part of team/service planning, the post holder will take responsibility for identifying and managing significant operational risks arising from the service.

Person Specification

Qualifications/Education/Training

1. Educated to Degree level or equivalent extensive experience in the field of domestic abuse, social care, health or safeguarding
2. Demonstrable continued professional development
3. Knowledge and understanding of key domestic abuse related processes such as MARAC and Domestic Homicide Reviews

Experience

1. Experience of working in a domestic abuse or safeguarding related area
2. Experience of working in a multi-agency environment
3. Ability to lead multi-agency meetings and deliver across a range of partnership agendas
4. Ability to work unsupervised on a wide range of financial and service delivery issues requiring lateral thinking and analytical skills.

Skills, Abilities & Competencies

1. Experience of writing and presenting complex reports and delivery plans
2. Ability to communicate with a range of different audiences
3. Ability to deliver specialist training, interpret and present complex data and legislation to a variety of audiences

Specific Working Requirements

1. A responsive, flexible and reliable approach to working.
2. Ability to travel around the borough (e.g. use of pool car or public transport).