

**JOB TITLE: Domestic and Sexual Abuse Co-ordinator  
JM1**

<p><b>Role purpose:</b> Expected to undertake specialist or technical assessments/activities and make decisions based on those assessments within the domestic and sexual abuse agenda service agenda using skills that would have be gained through professional qualifications and/or practical experience. The role must develop and maintain links with key partners to develop both prevention strategies and a joined-up multi-agency response to domestic and sexual abuse. This role delivers specific projects as part of a collaborative team responsible for professional activities to improve community safety.</p>	
<p><b>Typical activities</b></p>	<p><b>Knowledge, skills &amp; experience</b></p>
<p>To develop, agree, implement and monitor a programme of work in response to domestic and sexual abuse within the framework of the North Somerset strategic agenda. To identify gaps in service provision and work creatively with partners to find opportunities to meet the needs of all victims.</p> <p>To coordinate delivery of multi-agency support for people experiencing domestic and sexual abuse; including Multi Agency Risk Assessment Conferences, One Front Door Team and equivalent multi-agency processes.</p> <p>To research and disseminate information about best practice and the legislative framework and use it to promote local policies to tackle domestic and sexual abuse and provide information and advice to partner agencies and individuals.</p> <p>To develop opportunities for victims to influence service delivery, especially those from marginalised groups</p> <p>To support the commissioning of domestic and sexual abuse specialist provision and providing support and guidance for partner agencies when required.</p> <p>To identify and develop opportunities for pilot and mainstream projects to tackle domestic and sexual abuse which are likely to include universal interventions directed at the general population as well as selected [targeted] interventions aimed at those who may be at increased risk, public information and advice sessions, outreach/drop-in work and awareness raising.</p>	<p>Vocational qualification or experience to level 6 or above in a related discipline equivalent to professional membership of RICS or CIOB. Approved professional qualification relevant to the area of work or extensive practical experience of working within the service area,</p> <p>Knowledge of national and regional strategies and legislation relating to domestic and sexual abuse</p> <p>Experience of partnership working and project management</p> <p>Experience of monitoring others within the same field of work</p> <p>Ability to understand and utilise statistical information, research and other evaluation systems in-order to develop and promote effective responses to domestic and sexual abuse</p> <p>Experience of identifying and bidding for funding from a range of sources</p> <p>Ability to engage with stakeholders and partner agencies within the relevant codes of practice</p> <p>Ability to prepare &amp; present evidence clearly and confidently</p> <p>Ability to manage/organise own work to meet agreed deadlines</p>

<p>Contribute to the supervision, management and development of others to improve service standards and delivery of domestic and sexual abuse support through promotion, co-ordination and support of multi-agency training.</p> <p>Give information and advice to partner agencies, contractors and colleagues about domestic and sexual abuse support services/referral centres. Establish &amp; maintain appropriate links between colleagues and other professionals to encourage a clear understanding of each other's priorities and ways of working.</p> <p>Ensure the Council fulfils its statutory responsibility for Domestic Homicide Reviews. Supporting the chair person in completing the multi-agency review process and ensuring actions in any resulting action plan are fulfilled.</p> <p>To work on other, related projects arising from the North Somerset Safer Communities Strategy including child/adult exploitation</p> <p>Communicate effectively with partners, providers, colleagues and service users both verbally and in writing. Making appropriate use of project plans and other record keeping within information sharing protocols and record keeping policies.</p>	<p>Understanding and recognition of professional boundaries</p> <p>Knowledge of child protection and safeguarding adult procedures</p> <p>Satisfactory standard DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>
<p><b>Performance measures</b></p>	<p><b>Competencies</b></p>
<p>Quantifiable objectives ~ e.g. number of projects undertaken at any one time, impact evaluation of service delivery, quality of records etc</p> <p>Feedback from stakeholders, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p> <p>360 feedback from staff and colleagues</p> <p>Performance of the team</p>	<p><u>Team Working</u> ~ cooperation and flexibility, Is able to give and receive constructive criticism and solicits ideas from others</p> <p><u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, evidenced based investigations, enforcements etc</p> <p><u>Problem solving &amp; judgement</u> ~ develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines.</p> <p><u>Planning &amp; Organising</u> ~ Prioritises work, organising work for self and others to agreed deadlines</p> <p><u>Business Awareness</u> ~ Understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role.</p>

	<u>Leadership Standards</u> ~ demonstrates the behaviours set out in the council's leadership standards.
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### **Equality and Diversity**

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

### **Health and Safety**

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

### **Continuous Development**

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.