WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Domestic Abuse and Sexual Violence Coordinator

Housing and Communities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

You will act as West Northamptonshire's Domestic Abuse Champion and support the delivery of West Northamptonshire's Domestic Abuse and Sexual Violence Strategy and the continuing development of West Northamptonshire's Domestic Abuse Partnership Board to ensure that West Northamptonshire complies with the Domestic Abuse Act 2021.

Accountable to:

Reporting to the Community Safety Strategy Manager.

Responsibilities:

1. Lead for the Council and the Community Safety Partnership in all matters related to Domestic Abuse, Sexual Violence and Violence Against Women and Girls.
2. Develop and support the delivery of West Northamptonshire Domestic Abuse and Sexual Violence Partnership Board's West Northamptonshire's Domestic Abuse and Sexual Violence Strategy which shape and ensure provision of both statutory and non-statutory services that meet the needs of customers comply with relevant statutory duties relating to Domestic Abuse.
3. Undertake a range of assets and needs analyses, resource mapping and value for money evaluations to ensure that commissioning is needs led, evidenced based, outcome focused and cost effective. This will include; Working with all member agencies to provide systematic information and analysis concerning needs, service deficiencies and costs and working with all agencies to improve the type and quality of data held to support improved use of management information, including sharing information between agencies
4. Co-ordinate and monitor the implementation of the agreed Domestic Abuse and Sexual Violence Action Plan in consultation with partner agencies and the local Domestic Abuse and Sexual Violence Partnership Board; to update the plan and provide reports on progress and barriers to relevant parties.
5. Develop and manage performance targets to ensure continuous improvement against Community Safety Board and the Domestic Abuse and Sexual Violence Board priorities.
6. Lead on the procurement and contract management of Domestic Abuse and Sexual Violence Services funded by West Northamptonshire Council.
7. Monitor and report on allocated budgets to ensure cost effectiveness and efficiency and compliance with external funding requirements.
8. Support the work of the Community Safety Partnership and its sub-groups related to Domestic Abuse and Sexual Violence.
9. Work with a range of partner agencies to promote the community safety agenda in West Northamptonshire, working with the police, probation, fire service, voluntary sector, health and criminal justice organisations.
10. Work with partner agencies to ensure that Safeguarding issues remain central to all Domestic Abuse and Sexual Violence reduction initiatives within West Northamptonshire.
11. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

We are looking for a candidate who has experience working with partners from a range of agencies, including statutory and voluntary sector agencies, who has a sound knowledge of the Domestic Abuse and Violence Against Women and Girls agenda.

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

Skills and abilities:	Essential / Desirable	Measured by
Effective interpersonal, presentation, facilitation skills; ability to influence and persuade others and to deliver results.	E	A & I
Able to plan, organise and prioritise work in collaboration with partner organisations to meet targets and competing deadlines.	E	A & I
Able to analyse and interpret complex information, legislation and data and make sound professional judgements.	E	A & I
Able to lead multi-agency meetings and deliver across a range of partnerships.	E	A & I
Digital Skills: working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	D	A & I
Information & Data Handling**: a**ble to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	D	A & I

Knowledge:	Essential / Desirable	Measured by
In-depth knowledge and understanding of the relevant statutory frameworks, key government initiatives and current developments in relation to domestic abuse and sexual violence.	E	A & I
Knowledge and understanding of key domestic abuse related processes, including MARAC and Domestic Abuse Related Death Reviews	E	A & I

Relevant experience:	Essential / Desirable	Measured by
Experience of working in a domestic abuse or safeguarding related area.	E	A
Experience of writing and presenting complex reports and delivery plans	D	A

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree level or equivalent extensive experience in the field of domestic abuse, sexual violence, community safety, social care, health or safeguarding	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family and salary band:	Band 07	**Worker type:**	Part-flexible
People management responsibility:	none	**Budget responsibility:**	none

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

Working conditions & how we work:
We are open to discussions about flexible working.
This role has been identified as a part-flexible; his means that while your main base will b eOne Angel Square, you will be able to work from other work locations and when not working from an office you will be allowed to work remotely (including from home) for up to 3 days a week.

Our organisational values and behaviours:

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council