

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **DAHA (Domestic Abuse Housing Alliance) Accreditation Project Lead**

**Communities & Opportunities, Directorate**

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.



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Northamptonshire  
Council**

## **Purpose and impact:**

Our Community Safety and Housing team are passionate about the people who live here; our vision is for everyone to have the opportunity to live in a good quality sustainable home within in a safe and thriving neighbourhood. Our work contributes to changing lives for the better working with our partners to strengthen our communities, reduce crime and anti-social behaviour, tackle homelessness, domestic abuse and sexual violence.

The post holder will be a specialist project lead with significant experience in the provision of advice and support to West Northamptonshire residents who have experienced domestic abuse. In conjunction with the Domestic Violence and Sexual Violence Co-ordinator, the post holder will take a lead role in supporting and upskilling the Housing teams to respond more effectively to DA.

## **Accountable to:**

Reporting to the Community Safety Strategy Manager you will act as West Northamptonshire's Domestic Abuse Housing Champion and support the delivery and vision of West Northamptonshire's Domestic Abuse and Sexual Violence Strategy.

## **Responsibilities:**

1. Working closely with the Domestic Violence and Sexual Violence Co-ordinator, wider Housing Options and strategy management team and officers, to achieve DAHA accreditation in line with the revised framework and work collaboratively to implement the standards specified within the framework in advance of the assessment.
2. Leading up to and following accreditation work collaboratively to instil a domestic abuse response across WNC to ensure every resident or tenant affected by domestic abuse gets the right help with their housing needs—quickly, consistently, and with care.
3. Review and where appropriate develop housing policies and procedures related to DA, to ensure they are fit for purpose, adhered to and supports a consistent approach across all levels within the service.
4. Champion best practice in supporting victim/survivors of domestic abuse by offering expert advice and guidance to Housing staff, helping them respond confidently and effectively.
5. Review and enhance housing interventions by identifying what works well and introducing new approaches across the partnership, including the development of Learning and Development initiatives, to better support those affected by domestic abuse.
6. To ensure the Housing Service considers and addresses the housing-related needs of perpetrators and any other non-tenant, adult members of the household as well as victim / survivors and their children, working in partnership with other professionals as appropriate.
7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. 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:

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.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.)	Essential	A, I
Able to manage and prioritise a complex workload balancing organisational and service led demands, working under pressure and quickly. Able to manage demand effectively at a service level, minimising unnecessary, wasteful demand	Essential	A, I
Able to lead and undertake co-production, service development and project work across the multiagency partnership at an operational level	Essential	A, I
Able to provide leadership, advice, support, consultation, coaching and training to staff, other professionals within Housing and across the wider multi-agency partnership, contributing to service development as appropriate	Essential	A, I
Excellent communication, negotiation and advisory skills, both written and verbal, when interacting with a range of internal and external agencies and individuals	Essential	A, I
Able to plan, organise and prioritise work in collaboration with partner organisations to meet targets and competing deadlines.	Essential	A, I
Able to analyse and interpret complex information, legislation and data and make sound professional judgements.	Essential	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Knowledge and understanding of the DAHA framework and Domestic Abuse Act Statutory Guidance 2022	Essential	A, I
Understanding of the dynamics of DA, how it intersects with other forms of discrimination to disadvantage those affected	Essential	A, I
Demonstrable knowledge of housing, domestic abuse related and other relevant policy and legislation, including housing supply and demand issues. Knowledge of civil and criminal justice remedies for survivors of domestic abuse and their children	Essential	A, I
An excellent knowledge of the network of statutory and non-statutory social and community services and how these may be utilised to support and empower vulnerable people in West Northamptonshire	Desirable	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of producing documents such as policies, procedures, comprehensive reports, updates for the senior team, customer communications and best practice guidance to influence organisational and individual change	Essential	A, I
Experience of working in social housing / homelessness, including experience of supporting people affected by DA	Essential	A, I

Experience of service development and supporting organisational change within a whole systems approach	Essential	A, I
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<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Educated to Degree level or equivalent extensive experience in the field of domestic abuse, sexual violence, housing, community safety, social care, health or safeguarding.	Essential	A, D

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:

<b>Job family band:</b>	Community & Inclusion Band 07	<b>Worker type:</b>	Part Flexible
<b>People management responsibility:</b>	None	<b>Budget responsibility:</b>	None

### Working conditions & how we work:

Light manual handling

The role is primarily museum based as the focus is on supporting the wider museum team.

There is some scope for working from home, though the role is principally museum based.

## 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.

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

**“Valuing colleagues as individuals and encompassing 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](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

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.

