**Job Description**

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| Job Title: Domestic Abuse Coproduction Facilitator |
| POSCODE: |
| Grade: S01 |

**Overall purpose of the job**

Changing Futures Cambridgeshire and Peterborough is an ambitious new partnership programme working to improve the experiences of people facing multiple disadvantage, by enabling them to guide professionals across Cambridgeshire and Peterborough in transforming local services and systems to achieve social, economic and environmental sustainability. Coproduction is at the heart of the work of Changing Futures. For more information around Coproduction please visit [our website](https://cambridgeshireinsight.org.uk/housing/priority-themes/housing-need/changing-futures-cp/co-production-and-co-design/). Changing Futures focuses on five disadvantages. Experience of Domestic Abuse, homelessness, mental health issues, contact with the Criminal Justice system and substance misuse.

The post of Domestic Abuse Coproduction Facilitator will lead on the facilitation of multiple coproduction spaces and aim to amplify the voice of and enable adults who have been subjected to Domestic Abuse. The postholder will ensure the voice of Domestic Abuse survivors is engrained in relevant local services and facilitate spaces to explore important issues or barriers. The postholder will be expected to attend the Domestic Abuse and Sexual Violence Board to represent the voice of victims, and give quarterly reports.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Coproduction Support**To support the Coproduction, Inclusion and Involvement Manager to deliver the Coproduction elements of the Changing Futures Programme, looking at ways to include people with experience of Domestic Abuse in Coproduction groups, and how people who have been subjected to Domestic Abuse can be included and involved in system work in other services, including the ‘Trusted Person Approach’ and the ‘Buddy System’.To lead on, with support from the Coproduction, Inclusion and Involvement manager, to establish safe spaces for individuals who have been subjected to Domestic Abuse to coproduce and to facilitate, attend and complete actions that arise from the Coproduction Group meetings. To be a point of contact to accept feedback from individuals who have been subjected to Domestic Abuse, about the response of public sector services to their experience of Domestic Abuse. To collate the feedback, and present this to the relevant agencies, identifying trends and themes that may arise. Keeping accurate records of the feedback and the characteristics of those providing this information. |
|  | **Lived Experience Advocacy** To promote Coproduction and to reach people who have been subjected to Domestic Abuse, by attending groups and relevant services, shelters, outreach sessions, Cambridgeshire & Peterborough Foundation Trust (CPFT) and third sector to meet and work with people who have been subjected to Domestic Abuse. Promotion will also include social media and other communications mechanisms. To form partnerships with relevant services and raise awareness around issues impacting those with experience of Domestic Abuse.To facilitate and mediate between people who have been subjected to Domestic Abuse, commissioners and service providers to promote good working relationships between all parties.To ensure the voice of people with lived experience is understood in coproduction with services and professionals.To empower people who have been subjected to Domestic Abuse to have their voice heard as part of the design and development of local system issues relevant to them. |
|  | **Coproduction of Outcomes** To be the first point of call for the facilitation of Changing Futures Domestic Abuse coproduction groups across Cambridgeshire, allowing each to have a unique structure and format, based on what works for each group. To identify and support adults who have been subjected to Domestic Abuse and support them to be able to contribute in the design, delivery and evaluation of the services that they may need.To explore other methods of including individuals who have been subjected to Domestic Abuse that may not feel comfortable in group spaces or traditional coproduction settings.Ensure that people who have been subjected to Domestic Abuse can contribute towards service design and are informed of the progress of their input, through regular feedback loops and able to participate at all stages of development, including regular Changing Futures Coproduction meetings.To support enquiries that may come from Coproduction groups, which may require gathering information for the group, or setting up and leading working sub groupsTo support the work of the Changing Futures to have voices of Lived Experience involved in all elements of the programme by attending local systems programmes and championing coproduction.  |
|  | **Partnership Working/ Collaboration**To work across a complex system of multi agency services, responsive to the complex challenges faced by people who have been subjected to Domestic Abuse.To work with the Domestic Abuse & Sexual Violence Partnership Team with regards to areas to focus on, and of feeding back information.Build relationships with senior professionals across these services, to facilitate meetings, explore identified themes and to be able to reach out and disseminate information to people with Lived Experience connected to the service.To support relevant internal and external services, relevant to those experiencing Domestic Abuse, to reach people with Lived Experiences who want to contribute to system design.To advise internal and external services on coproduction and support them to have meaningful engagement with people who have been subjected to Domestic Abuse, ensuring that coproduction is not tokenistic and there is not a power imbalance. This will include meeting with services, building relationships with them, to advocate and advise on coproduction methods and may include supporting them to bring in structures developed by Changing Futures to include people with Lived Experience in strategic partnership work. |
|  | **Driving System Change**To provide a report quarterly to the Domestic Abuse and Sexual Violence partnership board.To create opportunities for feedback from those that have been subjected to Domestic Abuse, to relevant services.To identify underlying causes of systemic issues faced by individuals who have been subjected to Domestic Abuse and to drive change in the exploration of issues and / or barriers.To facilitate conversation and generation of ideas from individuals who have been subjected to Domestic Abuse and work with the Changing Futures team to explore the identified barriers that require action.Act as a champion for those with Lived Experience in forums with senior officers, strategic leads and potentially elected officials.To identify and enable options for people with Lived Experience to be able to contribute to development and design of the service approach. |
| 6.  | Demonstrate an awareness and understanding of equality, diversity and inclusion.    |
| 7.  | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.    |
| 8.  | **Safeguarding commitment** We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment.   |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Educated to a minimum of NVQ level 3 or 2 x A Levels or equivalent qualification or equivalent demonstrable significant experience in a relevant field. |  | Essential  |

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

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| Identify  | Describe | Essential/Desirable |
| **Knowledge and Experience** |  |  |
| Domestic Abuse | A sound understanding of issues relevant to Domestic Abuse and how they affect individuals and their families. | Essential |
| Local Services | A good understanding of local services to ensure co-production and their involvement in the planning, design and evaluation of the services. | Essential |
| Lived Experience | A sound understanding of Lived experience of Domestic Abuse systemic challenges. | Essential |
| Engagement | Experience of engaging seldom heard communities. | Essential |
| Trauma Informed Approach | An understanding of the trauma formed approach. | Essential |
| Safeguarding  | A comprehensive understanding of Boundaries, Risk assessment, and Safeguarding of vulnerable adults and Child protection.Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.    | Essential   |
| Facilitating Enquiries | Sound understanding and demonstrable experience of facilitating group spaces to fully explore complex issues. | Essential |
| Advocacy | Demonstrable experience of representing, championing people with experience of Domestic Abuse. | Essential |
| Partnership working | Demonstrable experience of working in a complex or multi-organisation setting that allows enable all partners to contribute. | Essential |
| Co-Design | Demonstrable experience of coproduction at service or systemic level. | Essential  |
| Legislation | Basic understanding of the legislation e.g. GDPR, disability  | Desirable |
| **Skills** |  |  |
| Creativity | The ability to work in creative and innovative ways to engage people who may have experienced Domestic Abuse. | Essential |
| Communication and Relationships Management | The ability to develop positive relationships and effective networking with people with lived experience.Have excellent communication and negotiation skills. | Essential |
| Coproduction | The ability to facilitate Coproduction meetings and enable all voices to be heard. | Desirable |
| Organisation | Ability to organise varied priorities and tasks related to both practice and administration, achieving set deadlines. | Desirable |
| Technology | Computer literate inc: writing reports, emails, use of Excel, Powerpoint, social networking and managing websites. | Desirable |
| **Other** |
| Travel  | Ability and willingness to work flexibly, including travel to and work at different locations as required. | Desirable  |
| Equality, Diversity and Inclusion (applies to all roles).  | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.    | Essential  |
| Net Zero (applies to all roles).  | Ability to contribute towards our commitment of becoming a net zero organisation.    | Essential  |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed  | Hybrid  | Field | Remote | Mobile |