Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Domestic Abuse and Sexual Violence Coordinator | **Director/Service/Sector:** Wellbeing and Community Health | **Office Use** |
| **Grade:** 10 | **Workplace:**  | JE ref: HRMS ref: |
| **Responsible to:** Service Director, Children’s Services | **Date:**  | **Manager Level:** N/A |
| **Job Purpose:** To ensure that all policies related to Domestic Abuse and Sexual Violence are coordinated at a strategic and operational level within Northumberland. To provide a strategic overview of the domestic abuse and sexual violence agenda and to coordinate. |
| **Resources** Staff | No current line management responsibilities but this may be subject to change. |
| Finance | Responsible for overseeing budget plans for Domestic Abuse Partnership and other associated groups. |
| Physical | Chairing meetings and report writing. Policy and strategy coordination and writing. Managing significant confidential information and data. |
| Clients | Key Partnership Agencies across Northumberland both external and internal to NCC, including the voluntary and community based resources, the Local Safeguarding Children Board and Adult Safeguarding Board. |
| **Duties and key result areas:*** To lead and coordinate agencies to ensure that the domestic abuse and sexual violence agendas are practical and understood within all agencies in Northumberland.
* To take a leadership role in the review and development of the Domestic Abuse and Sexual Violence Partnership and ensure clear links between the groups and operational support system.
* To lead in the coordination and commissioning of support services for domestic abuse for Northumberland.
* To ensure multi-agency working is evident within domestic abuse and sexual violence agendas.
* To research relevant national policy, legislation and procedures and keep relevant bodies informed.
* To represent the Safer Northumberland Partnership and the Community Safety Team at meetings within Northumberland at a strategic and operational level.
* To represent Northumberland County Council at a regional and national level related to domestic abuse and sexual violence.
* To advise senior management within Northumberland County Council and partner agencies on issues relating to domestic abuse and sexual violence.
* To ensure that policy and practice in relation to domestic abuse and sexual violence are embedded within Northumberland County Council’s structures.
* To ensure that the workstreams of the Domestic Violence and Sexual Abuse Thematic group are coordinated and lead to clear actions and plans.
* To research, develop and deliver countywide a variety of training packages in relation to domestic abuse and sexual violence.
* To actively research funding opportunities and prepare bids in relation to domestic abuse and sexual violence.
* To research and prepare reports at various levels relevant to domestic abuse and sexual violence.
* To directly assist all service providers within Northumberland in the development and delivery of their services.
* To work with partners to establish that service provision supports the needs of victims and that perpetrators are dealt with appropriately.
* To develop innovative measures in tackling domestic abuse and sexual violence.
* To work collaboratively across the region with other Local Authorities and agencies to develop services to provide more effective and economical services.
* To chair meetings as appropriate to the role.
* To deputise for the Safer Communities Manager.
* To deputise for the Northumberland Domestic Abuse and Sexual Violence Thematic Lead Officer.
* To represent the Safer Northumberland Partnership at a strategic level in relation to wider community safety issues.
* To prepare media releases and when required front interviews with the media on behalf of the Safer Northumberland Partnership.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements: Working patterns: Working conditions:  | Required to travel on a frequent basis throughout the area.Normal office hours (37 hours per week) – subject to flexible working.Mainly office based. |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title: : Domestic Abuse and Sexual Violence Coordinator**   | **Director/Service/Sector:** Wellbeing and Community Health | Ref:  |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Degree or relevant professional or vocational qualification.
* Thorough understanding of crime and disorder legislative requirements.
* Thorough understanding of the dynamics and impacts of domestic abuse and sexual violence.
* Understanding of Social Policy and wider community cohesion issues.
* Extensive working knowledge of domestic abuse issues.
 | * Training qualification.
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| **Experience** |
| * Experience of working within a community safety environment.
* Experience of working with a diverse range of community and statutory agencies and groups.
* Experience of commissioning process and policy and research work.
* Experience of turning policy into effective, practical solutions.
* Experience of managing, interpreting and presenting information.
* Understanding and experience of problem solving principles and procedures.
* Experience of working with domestic abuse partnerships.
 | * Delivering presentation.
* Delivering training.
* Chairing meetings.
* Media skills.
* Experience of setting up monitoring and evaluation systems to demonstrate the effectiveness of initiatives.
 | A, I and RA, I and RA, I and RA, I and R |
| **Skills and competencies** |
| * Project Management skills.
* Ability to analyse and interpret complex data and statistics.
* Ability to effectively problem solve.
* Ability to negotiate, influence and work collaboratively with partner agencies.
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| **Physical, mental and emotional demands** |
| * Ability to deal with sensitive issues.
* Ability to empathise with victims of domestic abuse and sexual violence.
* Flexibility.
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| **Other** |
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Key to assessment methods; (A) application form, (I) interview, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (O) others e.g. case studies/visits.