

## **AYLESBURY WOMEN'S AID**

### **JOB DESCRIPTION**

**Post:** Domestic Abuse Coordinator  
**Hours of Work:** 37 Hours over 5 days  
**Locations:** Aylesbury Women's Aid Outreach Centre, Aylesbury Town Centre  
Stoke Mandeville Hospital, Aylesbury  
High Wycombe Hospital, High Wycombe  
**Allowances:** Casual Car User  
**Responsible to:** Deputy CEO / Community Services Manager  
**Salary Scale:** £33,945 to 35,745

**Aylesbury Women's Aid is a company limited by guarantee and a registered charity.**

**The purpose of Aylesbury Women's Aid is:**

*'To exist for the benefit of all women and their children who are experiencing physical, mental or sexual abuse in their relationships and to offer support, information, advice, access to temporary accommodation and aftercare.'*

#### **Job Summary:**

Lead on the coordination of a Whole-Trust domestic abuse model within Buckinghamshire to support the safety and wellbeing of patients and staff experiencing domestic abuse and their dependents.

The Domestic Abuse Coordinator will lead the Trust's operational domestic abuse steering group, taking responsibility for contributing to the local Health and Domestic Abuse Strategic Group and using data to update Trust activities and accomplishments regarding domestic abuse.

Development of strong partnerships across the network, working to create effective relationships in order to identify, develop and implement positive top-down change through policy and practice reviews.

The development of a Trust-wide Domestic Abuse Champions Network. Creating forums for shared experience to influence and drive policy and to process change through a planned programme of regular meetings.

### **Main Duties and Responsibilities:**

#### **Coordination: To work closely with**

1. Key internal and external stakeholders to develop and embed and sustainable best practice response to domestic abuse.
2. Providers of specialist services to survivors of abuse (e.g. Independent Domestic Violence Advocacy <sup>[1]</sup><sub>SEP</sub>)
3. Services) serving the catchment areas of the Trust.
4. Staff in order to develop awareness of domestic abuse and work alongside Safeguarding teams to produce best practice guidance.
5. The Trust to establish and grow a network of Domestic Abuse Champions.
6. The Trust to monitor its response to domestic abuse and provide regular update reports.
7. Domestic Abuse Coordinators' network across England and Wales, sharing experience, data and insights.

#### **Development Work and Management**

1. To service the steering groups, including terms of reference, preparation of papers, taking minutes, following up on actions and disseminating information.
2. To identify, develop and coordinate clear and safe referral pathways to specialist services for survivors and their children.
3. To support the Trust to engage with the Multi Agency Risk Assessment Conference (MARAC).
4. To coordinate and develop policies, procedures and guidelines which guide the hospitals' response to domestic abuse.

5. To arrange, assist with and/or deliver training and briefing sessions to Trust staff to enable effective implementation of procedures, protocols and best practice responses based on an assessment of training and information needs expressed by staff.
6. To remain up to date on relevant research, reports, Domestic Homicide Reviews and Serious Case Reviews, and share this expertise and learning with the Trust.
7. To develop and disseminate resources that support staff to respond to domestic abuse and survivors to access support within the Trust.
8. Where relevant, to contribute to identifying and securing funding and other resources necessary to implement projects. This may include drafting project proposals and funding applications.
9. To represent AWA and The Trust at relevant meetings as required and at Trust events as appropriate, including public speaking engagements.
10. To embed an approach to all project work undertaken by the Coordinator and ensure that the needs of all survivors are considered.
11. To lead discussions around domestic abuse within multi-disciplinary teams / reflective practice forums.

## **Partnership and Communications**

- Liaise and develop strong working relationships with relevant agencies, individually and in multi-agency settings, to promote and develop services including but not limited to:
  - Buckinghamshire Domestic Abuse Board
  - Buckinghamshire Police Independent Advisory Group
  - Buckinghamshire MARAC steering Group
  - Buckinghamshire MARAC meetings
  - DRIVE - Domestic Abuse perpetrator panel task and finish group
- Strive for improvements in services and promote public awareness of issues regarding domestic abuse and its effect on women and children through local, regional, and national networks. Deliver talks and presentations as required.
- Represent AWA and the Trust at seminars and conferences.

## **Governance**

- Record and maintain KPI data, producing monitoring reports to demonstrate the impact of the Coordinator role.
- Facilitate and undertake consultation with key stakeholders, including health professionals, service users and wider agencies are carried out and built into project monitoring and practice improvement.
- Provide timely, accurate information and recommendations to the Deputy CEO / Community Services Manager.

## **General**

- This role is located over multiple sites. It is anticipated that it will be based 3 days at Stoke Mandeville, 1 at High Wycombe and 1 at AWA in Aylesbury. It is understood that this time division will be flexible in accordance with project need.
- The Coordinator must be willing to work flexible hours, which will include attendance at some meetings and conferences outside normal office hours and usual location.
- The Coordinator's work will be subject to and will support and implement all policies and procedures of Aylesbury Women's Aid.

**The duties of this post may vary from time to time, without altering its overall nature.**

## **Advertisement:**

### **About us:**

Aylesbury Women's Aid has over 30 years' experience in providing support for women, children and young people who are, or have been, affected by domestic abuse.

We work from a feminist perspective and are committed to the principle of self-help.

We provide free information, emotional support, and access to safe temporary accommodation to enable women and children to determine their own futures free from abuse and violence.

Our Mission is to exist for the benefit of all women and their children who are experiencing physical, mental or sexual abuse in their relationships and to offer support, information, advice, access to temporary accommodation and aftercare.

### **Job Summary / Brief Description:**

Working with Standing Together and the Buckinghamshire Domestic Abuse Strategic partnership we are looking to recruit a Domestic Abuse Coordinator to lead the coordination of a whole-Trust domestic abuse model within Buckinghamshire Healthcare NHS Trust, with the purpose of improving the safety and wellbeing of patients and staff experiencing domestic abuse and of their dependents.

The Domestic Abuse Coordinator will lead the Trust's operational domestic abuse steering group, taking responsibility for contributing to the local Health and Domestic Abuse Strategic Group and using data to update Trust activities and accomplishments regarding domestic abuse.

The role will develop strong partnerships across the network and create effective relationships in order to identify, develop and implement positive top-down change through policy and practice reviews. To support this the Coordinator will need to establish and maintain relationships with a wider network of specialist organisations.

The Coordinator will set up and grow a network of Domestic Abuse Champions throughout the Trust. Regular meetings and communication sessions will be established to enable sharing of experience and ideas, which will strengthen our knowledge and directly feed into any policy or process improvements.

### **The successful candidate will have:**

- Relevant successful experience in Domestic Violence advocacy
- Excellent interpersonal and communication skills
- Knowledge and experience of managing KPIs and production of outcome reports
- Demonstrable experience of partnership working

- Experience of change management and effecting change
- Detailed knowledge and experience of safeguarding
- Team leadership capability for motivating the team
- Training and presentation qualification or relevant experience

**In addition, ideally:**

- IDVA qualification
- Experience of working within a clinical environment
- Knowledge and understanding of project and contract management

Not sure if you meet all the requirements? Let us decide.