

Drive Partnership Finance & Project Manager: Job Description

Position: Finance & Project Manager

Reports to: Safe Lives Head of Finance and Drive Partnership Programme Manager

Hours: 37.5 hours per week with flexible working hours

Salary: £35,335.28 – £36,713.36

Location: Bristol based with hybrid working from home and office, and some travel to pilot sites.

Travel: You will be required to travel when the role requires it

Contract: 2-year contract with potential extension subject to funding.

Benefits		
34 days holiday inc public holidays	Flexible working eg compressed hours	Cycle to work scheme
Eye Care Vouchers	Pension scheme with 4% employer contribution	Childcare Vouchers
Employee Assistance Programme	Clinical Supervision	Holiday Purchase Scheme to buy up to an additional 5 days
Enhanced Family leave Policies	Enhanced Sick pay	Professional Development Fund
Individual learning budget	Restorative Practice Training	Time Off In Lieu

About SafeLives

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking ‘why doesn’t he stop?’ rather than ‘why doesn’t she leave?’ This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, nearly 13,500 professionals received our training. Over 70,000 adults at risk of serious harm or murder and more than 85,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last four years, over 2,000 perpetrators have been challenged and supported to change by interventions we created with partners, and that is just the start.

Together we can end domestic abuse. Forever. For everyone.

This role is based within the Drive Partnership and be part of the pilot for the role out the positive requirement element of the DAPO's.

We would particularly welcome applications from individuals from a wide range of backgrounds and across all protected characteristics¹, particularly from people from the following under-represented groups:

- Black and minoritised people
- Disabled people

We always welcome and support applications from those who have personal experience of domestic abuse.

About The Drive Partnership

The Drive Partnership, formed by Respect, SafeLives and Social Finance, is working to transform the national response to perpetrators of domestic abuse. We work to end domestic abuse and protect victims by disrupting, challenging, and changing the behaviour of those who are causing harm. Together we have developed the Drive Project to address a gap in work with high-harm, high-risk perpetrators of domestic abuse. We also work to advocate for systems and policy change- to develop sustainable, national systems that respond more effectively to all perpetrators of domestic abuse.

Our vision

Our vision is that by 2026 there will be a consistent approach which sees agencies in all PCC and local authority areas across England and Wales – backed by national leaders – working together to disrupt abuse and change behaviour to increase safety for victim-survivors, including children and families.

Our way of working

Partnership is fundamental to our way of working. We are second-tier organisation focusing on the continuous improvement of service models, sharing best practice and supporting specialist service providers to deliver.

We have three core strands of work:

- The Drive Project is our flagship intervention working with high-harm, high-risk and serial perpetrators of domestic abuse to prevent their abusive behaviour and protect victims. The Drive Project challenges perpetrators to change and works with partner agencies – like the police and social services – to disrupt abuse. It is currently being delivered in a number of police force areas nationally.
- Restart is an innovative pilot project providing earlier intervention for families experiencing domestic abuse. It brings together domestic abuse services, children's social care and housing teams to identify and respond to patterns of

domestic abuse at an earlier stage. Restart is currently being delivered in a number of London Boroughs.

- The Drive National Systems Change programme works across the domestic abuse specialist sector, public sector partners and beyond to develop sustainable, national systems that respond to all perpetrators of domestic abuse. We identify systemic gaps and build solutions that keep survivors safer by addressing those causing harm.

Background for the role

In April 2021 the Domestic Abuse Act received Royal Assent. The Act introduces a new civil Domestic Abuse Protection Notice (DAPN) to provide immediate protection following a domestic abuse incident, and a new civil Domestic Abuse Protection Order (DAPO) to provide flexible, longer-term protection for victims. DAPOs can impose both prohibitions and positive requirements on perpetrators. Positive requirements can be in the form of interventions aimed at reducing and managing risk, meeting the needs of an individual (for the factors that are not the causation of abuse but impact on risk e.g. mental ill health, substance misuse) and behaviour change interventions.

We were commissioned by the Home Office to design a triage model that will assess individuals for the suitability of these interventions, this triage model will be rolled out in the DAPO pilot sites which are going live in the autumn 2024 and will be tested and evaluated in order to prepare for national roll out in 2026.

Purpose of the Role

The Finance & Project Manager will oversee DAPO programme commissioning contracts and budgets. This includes monitoring pilot budgets, managing grant agreements, and regular reporting to commissioners. The Finance & Project Manager will work closely with the DAPO Programme Manager and SafeLives Head of Finance to enable programme delivery and facilitate effective commissioning relationships with service providers in each pilot area.

Responsibilities:

1. Lead on budgeting, finance and contract management for the DAPO pilot across multiple sites.
2. Monitor grant agreements given to service providers offering interventions for positive requirements across multiple sites.
3. Regularly review pilot budget and support Programme Manager to deliver timely and accurate project reports.
4. Maintain a rolling budget forecast, updated as and when material changes are made to income and costs.
5. Work closely with SafeLives Finance team to schedule invoices and disseminate funding across multiple pilot sites.

6. Revise and update grant agreements and due diligence as needed throughout the length of the pilot.
7. Work closely with Drive Project Management Office to continuously manage, review and embed improved project, finance, and contract management processes.
8. Maintain oversight of the team workplan and overarching risk and issues register.
9. As required, assist in managing and maintaining relationship with key strategic stakeholders, commissioners and funders.

Assist with overarching Drive Project management

1. As required, represent the Drive Partnership at local and national meetings and events.
2. Contribute to reports, presentations and discussions
4. As required, assist with the Quarterly Contract and Performance Monitoring process
5. Be flexible and available to work in all types of statutory and voluntary sector environments.
6. Any other duties commensurate with the general level of the role and as directed by the line manager

Person Specification:

Finance Qualifications

1. Proven work experience as Accounting Manager or Accounting Supervisor, and knowledge of bookkeeping and accounting principles.
2. BS degree in Accounting or Finance, or holding an equivalent professional qualification which demonstrates your ability to work in a finance capacity:
 - a. Qualified AAT working towards CIMA, CIPFA, ACA, or ACCA
 - b. Qualification by experience will be considered where appropriate

Essential:

1. An understanding of the commissioning landscape within the Domestic Abuse sector, including for voluntary and statutory organisations
2. Experience of preparing and monitoring multiple budgets, contract management and providing reports for funders
3. Experience conducting due diligence and auditing as part of governance processes

4. Experience of working at a strategic financial level in partnership with voluntary sector and statutory sector organisations
5. Ability to work on own initiative and set deadlines within projects to keep momentum going and motivate others to do the same
6. A proven track record in building and managing internal and external relationships, negotiating deadlines/timeframes and managing work tasks and reprioritising as necessary
7. Advanced computer skills on Microsoft Office, especially Excel and Word.
8. High attention to detail and accuracy.

Desirable

1. Experience working in the charity sector.
2. Experience of managing and reporting against central government grants.
3. Experience of setting up new projects

Personal attributes

1. Excellent communication skills (both written and oral) and the ability to communicate effectively with different audiences, including non-finance staff.
2. The ability to manage a complex workload, across multiple geographic regions, and effectively meet reporting deadlines and the needs of a wide range of stakeholders.
3. Belief in the propensity for perpetrators to change their behaviour
4. A demonstrable commitment to improving responses to domestic abuse across all agencies working in the sector.
5. Proactive, self-motivated and self-reflective, with a positive response to challenging situations and the ability to make effective use of support and supervision.
6. An engaged team member who works collaboratively and creatively to produce team outputs.