



Job Title:	Multi Agency Risk Assessment Conference Administrator (MARAC)
Service/Division:	VAWG Services
Reporting to:	Brent MARAC Co-ordinator
Direct reports:	None
Location:	Brent Council and other co-locations

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities. This role is also subject to Police Vetting.

Job Summary

Advance delivers nationally accredited, quality marked domestic abuse services in various boroughs across London. We work within a coordinated partnership response to domestic abuse to provide independent domestic violence advocacy and support for women, children and young people and women's community services for women who are involved in the criminal justice system, in anti-social behaviour or are at risk of breaking the law.

The advocacy and MARAC service in Brent is to support survivors of domestic abuse who are at high and medium risk of domestic abuse to know their options and reduce their risk. This work is carried out through one to one support with survivors and in working closely with partner agencies to improve the response to survivors.

The MARAC Administrator will support the MARAC Coordinator in the administering the MARAC process. The post holder will be co-located in Brent and will be required to attend MARAC meetings in various locations as required. There will also be a requirement to attend Advance's Headoffice.

Key Responsibilities and Duties

- MARAC Administrator will process MARAC referrals and flag to the MARAC Coordinator any referrals that have insufficient information or may not meet the MARAC threshold
- Enter all data and information of MARAC referrals into the Advance case management system.
- Compile the MARAC At Risk List for approval by the MARAC Coordinator, including case details of survivors and perpetrators who will be discussed at the MARAC.
- Transfer information from the referrals and 'at risk list' onto the minutes and take minutes at the MARAC ready for approval by the MARAC Coordinator.
- Collate data & monitoring for reporting and service evaluation purposes and maintain the necessary documentation to ensure the smooth running of the MARAC.

- Keep the Manager of the Brent team and the MARAC Coordinator informed of progress or challenges, and of any difficulties regarding agencies compliance with agreed protocols.
- To deputise for the MARAC Coordinator when required and to coordinate the MARAC in circumstances where the MARAC Coordinator is unavailable
- To assist with the compilation of MARAC reports and presentations for VAWG commissioners on a quarterly basis
- Complete administration tasks as necessary, regarding the management of cases, such as ensuring cases have been closed to the MARAC after remaining open for a year-long period
- Assist the MARAC Coordinator in ensuring the Actions set for external agencies have been completed.

General duties:

At all times protect the safety and security of Advance service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.

Be responsible for personal learning and development, keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.

Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.

Ensure the effective implementation of Advance's Safeguarding policy, Health & Safety policy, Equality & Diversity policy and other policies and procedures, and uphold the core values of Advance.

Uphold the rights of women, children and young people, advocating vigorously for them whilst offering protective strategies, and appropriate safe services.

Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
An understanding of violence against women and girls with a particular focus on the dynamics of domestic violence (physical, emotional and sexual violence, so-called ‘honour-based violence’, forced marriage, stalking and harassment) and its impact on women, children, families and communities	D
A relevant qualification or comprehensive working knowledge of Microsoft Office, Outlook, Excel and Access	E
EXPERIENCE	
Experience of office management and administration roles	E
Experience of maintaining data systems and producing regular monitoring reports	E
TECHNICAL/WORK BASED SKILLS	
Accurate and methodical approach to dealing with data processing, filing systems, facts and figures	E
Excellent literary and administrative skills including ability in information technology, data collection and in-depth working knowledge of Microsoft Excel and Word	E
Good interpersonal and communication skills	E
The ability to be flexible, working as a team or independently as required to support the service and colleagues	E
An ability to work in partnership with relevant statutory and voluntary groups, to demonstrate the ability to develop and maintain strong constructive working relationships	E
An ability to cope in stressful situations; able to multi-task and prioritise, remaining calm under pressure	E
GENERAL SKILLS AND ATTRIBUTES	

Committed to Advance’s charity ethos and key values which are Listen and Support, Empower, Innovate, Collaborate, Quality and Accountability	E
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion	E
Understanding of, and commitment to, confidentiality, and anti-discriminatory practice	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.