



Job Title:	Multi Agency Risk Assessment Conference Coordinator (MARAC)
Service/Division:	VAWG Services
Reporting to:	Brent & CouRAGEus Services Manager
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 Coordinator will coordinate, administer, and manage the operation of the MARAC. One of the main purposes of the role is to bring together agencies to ensure that local systems are truly keeping survivors safe, holding perpetrators to account, and preventing domestic abuse. A key principle of the post is respecting the independence of each agency and ensuring the MARAC's key principles are survivor's and children's safety, offender accountability and giving a clear message that domestic abuse is a crime that will not be tolerated. The post holder will be located in Brent, and will meet MARAC partners in a variety of settings in the community. The post holder will also spend time raising awareness of the service, domestic abuse, and the MARAC in addition to training agencies on the MARAC and inducting new MARAC representatives on the MARAC.

The post holder will have an excellent understanding of domestic abuse and its effects on women and children, of best practice in supporting survivors of domestic abuse, and of the MARAC. The post holder will also have a good understanding of managing a project.

Key Responsibilities and Duties

- To liaise and coordinate with all key local agencies to establish the terms of reference of the MARAC, including the establishment of an agreed referral threshold to ensure that the volume of cases referred to each MARAC remains manageable.
- To identify partner agencies to attend MARAC and liaise with senior managers to secure membership.

- To organise and ensure consistency in referral of cases from the full range of potential referring agencies based on the use wherever possible of a common risk assessment tool for victims.
- To work closely with permanent partner agencies to ensure that all relevant members of staff are familiar with the MARAC process, their role and responsibilities within it and receive appropriate training, induction and information as necessary.
- To develop and maintain the necessary documentation to ensure the smooth running of the MARAC including the information sharing protocol, the referral forms, research forms, At Risk List and minutes etc.
- To raise awareness and upskill professionals within other organisations as identified by Advance management and work with colleagues to successfully develop and deliver training.
- To identify case practice issues and bring it to the relevant Manager.
- To partake in and support facilitated reviews of the MARAC.
- To ensure that monitoring systems are kept up to date and secure.
- To keep the Senior Service Manager advised of progress and informed of any difficulties over an agencies compliance with agreed protocol.

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	
A thorough 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	E
A relevant qualification or comprehensive working knowledge of Microsoft Office, Outlook, Excel and Access	D
Thorough knowledge of safeguarding practice, procedures and legislation	E
An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children	D
A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice and health and safety procedures	E
EXPERIENCE	
At least one year’s experience of supporting women who have experienced domestic violence, forced marriage or ‘honour-based violence’	D
Experience of risk and needs assessment, safety and support planning, and crisis planning and successfully managing high numbers of referrals	E

A clear understanding of the coordinated community response to domestic violence and abuse, how it relates to MARAC in particular, and experience of the purpose and workings of MARAC	E
Experience of supervision/coaching of staff or volunteers, of managing performance and achieving targets through review of individual and team practice	E
Experience delivering training sessions or briefings to a variety of professionals	E
Experience of partnership building and maintaining working in a multi-disciplinary setting	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
Excellent written and verbal communication and presentation skills; including report writing, data collection and monitoring	E
Good interpersonal and communication skills	E
Ability to be proactive and solution focussed to use your initiative and judgement in dealing with colleagues, partner agencies and stakeholders without direct supervision	E
An ability to problem solve, negotiate with and influence partnership colleagues to ensure effective delivery of project objectives and outcomes	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.