



Advocacy After Fatal Domestic Abuse

A Centre of Excellence for reviews into fatal domestic abuse and for specialist peer support.

Please use this address for correspondence – PO Box 3636, Swindon SN3 9BG

Advocacy After Fatal Domestic Abuse LTD is a Charitable Company Limited by Guarantee registered in England and Wales.

Registered Office: 30 Commercial Road, Swindon, England, SN1 5NS

Charity Number: 1185078 Company Number: 9527065

Volunteer Coordinator:

AAFDA was founded by Frank Mullane in memory of his sister Julia Pemberton and her son Will who were both killed by her ex-partner in 2003.

Each year, around 150 families lose a loved one to domestic homicide. The actual number of suicides as a result of domestic abuse remains unknown. Most of these families suffer significant problems including relationship breakdown, job difficulties/loss and mental and physical health issues. We help these families in many ways, our prime function being to provide families in England and Wales with specialist peer support and expert and specialist advocacy for the range of statutory reviews that will take place after domestic homicide.

We are looking for a positive and dynamic Volunteer Coordinator who will develop, oversee and enhance our peer support provision in addition to coordinating and promoting volunteering opportunities, including recruiting and motivating volunteers to get involved in a range of exciting opportunities across our organisation. This role will provide training and supervision to volunteers in a variety of roles across the organisation. In addition to policy development, compliance with safeguarding policies including safer recruitment. If you are motivated, resourceful and passionate about empowering service users and volunteers to help them maintain a rich and meaningful life please apply now to join us as our Volunteer Coordinator and contribute to AAFDA's valuable work delivering hope and support to families impacted by fatal domestic abuse.

What we need our Volunteer Coordinator to do:

- Develop and lead specialist peer support to families in locations across the country/digitally.
- Facilitate group sessions attended by families bereaved by fatal domestic abuse, establish and maintain relationships with them based on mutual respect, empathy, trust and honesty.
- Open up dialogue with families, to identify the challenges they face (both emotional and practical) and to identify steps to help them overcome those challenges.
- Support families to inform key national developments through active participation in research, campaigns and focus groups.
- To always maintain clear communication as to how AAFDA can be of assistance. Discuss additional support and signpost to other organisations which are best placed to provide that support, making formal referrals where necessary.



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- To assist, where required, with induction, training development and delivery for volunteers and peer support facilitators.
- Understand and operate within the limits of confidentiality when working with families, in accordance with AAFDA's safeguarding vulnerable adults and children policy.
- To maintain good links and contacts with other key voluntary sector partners who provide support services to bereaved families, making referrals where appropriate.
- To provide written summaries of meetings, information for reports and case studies where this is requested by the Team Leader.
- To maintain and update case files for each family, completing required monitoring information in a timely manner, and adhering to data protection requirements. Participate in monitoring and evaluation work by ensuring the impact of the volunteer work is recorded, monitored and evaluated.
- Adhere to all AAFDA working policies.
- To participate in regular clinical supervision.
- To participate in professional development training as required.
- Plan the promotion, recruitment, training and support of voluntary peer support facilitators volunteers, in partnership with the management team, working with Team Leaders and other managers to understand their service areas, how they work and assess their volunteering needs.
- Support the establishment and maintenance of working relationships with external agencies
- Participate in training and supporting volunteers.
- Develop and review volunteering role descriptions, policies and procedures In line with the needs of the organisation and in keeping with our existing policies.
- Promote volunteering (internally and externally) through recruitment and campaigns, managing the use of social media to promote volunteering.
- Provide supervision and support to volunteers supporting our service delivery.
- Together with the Development & Training Manager, take a lead on promoting the organisation through social media, regular tweets, etc. Ensuring that family members are kept fully appraised of, and can contribute to, AAFDA's activities and developments. Additionally, complete the AAFDA Newsletter.
- Uphold the values and good name of AAFDA at all times.
- Work flexibly within a team setting, liaise with other workers as necessary and as appropriate.



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What we are looking for in our ideal Volunteer Coordinator:

1. Knowledge:

- Enhanced facilitation skills with an understanding of domestic abuse and processes that follow fatal domestic abuse.
- Understanding the sensitivity required to provide support to people bereaved following fatal domestic abuse.
- Understanding of the impact of domestic abuse, including fatal domestic abuse on family members, children and young people, including over the longer term.
- Understand and apply principles of confidentiality including data protection.
- Sound Knowledge and understanding of volunteering issues at an operational level including working with volunteer policies and procedures.
- Outstanding communication, relationship building and networking skills.
- Sound knowledge and understanding of volunteering issues at an operational level.
- Good organisational and planning skills, ability to prioritise workloads.

2. Experience

- Developing and maintaining administrative systems and case records.
- Working independently and remotely.
- Voluntary sector or support agency environment.
- Handling sensitive communications confidentially, efficiently, and effectively.
- Training design and delivery.
- Recruiting, supporting and managing volunteers.
- Promoting services, engaging communities including those harder to reach.
- Organising a range of events and campaigns using social media and other promotional methods.
- Oversight, including administration and moderating, of social media forums.
- Delivering training (ideally to volunteers).
- Facilitation of group sessions, ideally peer support sessions.



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3. Skills and abilities:

- Able to communicate effectively - verbally and in written form.
- Able to facilitate peer support sessions effectively.
- Able to use IT applications including Microsoft Office and other bespoke systems.
- Able to balance competing needs and interests.
- Capable of promoting the organisation's interests and values.
- Able to build and sustain relationships.
- Able to sensitively manage complex group dynamics, fostering positive and healthy relationships.
- Problem solving skills.
- Outstanding communication, relationship building and networking skills.
- Able to undertake travel and any other duties commensurate to the role.