



## MARAC (Multi-Agency Risk Assessment Conference) ADMINISTRATOR JOB DESCRIPTION

<b>EMPLOYING AGENCY:</b>	<b>Standing Together Against Domestic Violence</b>
<b>Job Title:</b>	MARAC Support Officer
<b>Responsible to:</b>	MARAC Team Manager
<b>Salary:</b>	£23,000 per annum (includes London weighting)
<b>Contract:</b>	Fixed Term 1 Year with the possibility of an Extension
<b>Leave Entitlement:</b>	25 days per year
<b>Working Hours:</b>	35 hours per week. The job may involve working unsocial hours on some occasions. Time off in lieu can be taken by arrangement with the MARAC Team Manager.
<b>Work Location:</b>	Based at the office of Standing Together Against Domestic Violence in Hammersmith but will involve attending MARAC meetings in different locations in London

### JOB PURPOSE

1. To carry out administrative duties to support the work of the MARACs coordinated by Standing Together Against Domestic Violence
2. To support the work of the MARAC Team Manager as directed.
3. To assist in the development of information systems supporting the work of the MARAC and input data.

### ABOUT STANDING TOGETHER

Standing Together Against Domestic Violence is a UK charity bringing communities together to end domestic abuse.

We support organisations, including the police, criminal justice partners, social services, healthcare workers and charities, to identify and respond effectively together to domestic abuse. Our ultimate aim is to help these agencies to work in partnership, so that people receive the best support at the time they need it. We do this through an approach that we pioneered, called the Coordinated Community Response. The Coordinated Community Response brings services



together to ensure local systems truly keep survivors safe, hold abusers to account, and prevent domestic abuse.

Our model of a coordinated local partnership to tackle and ultimately prevent domestic violence is now widely accepted as best practice.

We pioneered the first multi-agency group to implement safety measures for victims of domestic abuse in Hammersmith and Fulham in 1999. MARACs have since been recommended by successive

Governments and are now prioritised in every local authority area. Today we coordinate the MARACs in five London boroughs: Hammersmith & Fulham, Westminster, Kensington & Chelsea, Ealing and Haringey.

## **DESCRIPTION OF DUTIES**

All the following duties to be carried out in line with:

- The Standing Together Equal Opportunities Policy
- The Standing Together Confidentiality Agreement
- The Standing Together Information Sharing Protocol

and in a way which respects at all times:

- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project.
- The key principles, which guide and inform the project (survivors' and children's safety; offender accountability; giving a clear message that domestic violence is a crime which will not be tolerated in our community).

## **1. MARAC ADMINISTRATION**

- To prioritize supporting the MARAC Team Manager in all aspects of their work as directed
- Daily check of MARAC emails (both non-secure and secure emails) for referrals to the different MARACs coordinated by Standing Together, process referrals, respond to the referrer and forward referrals to the appropriate Domestic Violence support services in a timely manner
- Provide inbox cover during Coordinators leave.
- Input new referrals onto the OASIS database.
- Regularly check MARAC emails (both non-secure and secure emails) for MARAC action updates from representatives and ensure that Actions documents on ARL and spreadsheets are accurately updated



- Compile the list of Outstanding MARAC Actions to be emailed out to MARAC representatives on a monthly basis
- Prepare the At Risk List-Actions documents with information from referral forms ahead of the MARAC meeting
- Take detailed and accurate minutes at MARAC meetings and tidy up the minutes within 2 days following the MARAC meetings
- Reply to MARAC-related queries from MARAC representatives and front-line professionals
- Help with the organisation of MARAC workshops, including monitoring the list of attendees, sending out confirmation letters, printing hand-out packs, preparing equipment and recording participants' feedback
- Plan and organise the London MARAC Coordinators Forum

## **2. DATA AND INFORMATION**

- Collect and input a range of MARAC case data on the MARAC data spreadsheets to assist the MARAC Data Analyst in her work
- Assist in miscellaneous data collection and reporting tasks as required by the MARAC Team Manager or MARAC Coordinators

## **3. PARTICIPATION IN THE STAFF TEAM**

- Complete and send weekly work plan to MARAC Team Manager updating on progress of tasks/ work.
- Attend supervision meetings, MARAC team meetings and Standing Together staff meetings
- Organise and take minutes at MARAC team meetings
- Participate in housekeeping and office duties such as cleaning, answering the telephone and fundraising events
- Attend other internal and external meetings as required.
- Undertake any other tasks as agreed by the MARAC Team Manager and/or the CEO of Standing Together Against Domestic Violence commensurate with the skills and experience of the post holder.