

## JOB DESCRIPTION

### National Health and Domestic Abuse Manager

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| <b>Employing agency:</b>  | Standing Together Against Domestic Violence                        |
| <b>Job Title:</b>         | National Health and Domestic Abuse Manager                         |
| <b>Responsible to:</b>    | Partnership Manager  |
| <b>Salary:</b>            | £36,000 (includes London weighting)                                |
| <b>Leave Entitlement:</b> | 25 days per annum  |
| <b>Working Hours:</b>     | 35 hours per week (full time)                                      |
| <b>Work Location:</b>     | Based at the office of Standing Together Against Domestic Violence |
| <b>Contract:</b>          | Permanent  |

#### Job Purpose:

- Lead on STADV's national health and DVA work, building partnerships with key national health and domestic abuse bodies to influence and drive forward the national agenda.
- Undertake the project management of STADV's National Pathfinder Project – working with five project partners (AVA, IRIS, SafeLives, IMKAAN and Bristol University) to oversee and implement the project's objectives across three national sites.
- Take responsibility for managing the STADV health team which currently includes Children and Health Coordinator, Mental Health Coordinator and Acute Trust Coordinator positions but may also include interns and additional children and administrative posts.

#### Principle Duties and Responsibilities

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).

#### Description of Duties

##### **National Health Lead**

- Ensure that concepts related to the Coordinated Community Response are integrated into national health work.
- Build and maintain strong working relationships with key national health bodies (e.g., NHS-England, Public Health England, NICE), health trusts and DVA agencies working within health to support and influence the development of a best practice response to DVA nationally.

- Develop and implement, in consultation with the CEO and Partnership Manager, STADV's national strategic health response taking into account emerging themes nationally.
- Identify, link and contribute to best practice examples of health responses to DVA nationally as well as DVA/Health research; share this practice with partners nationally.
- Oversee STADV's health training including developing and delivering training.
- Consultancy, as appropriate, to health services nationally including writing DVA policies and procedures, developing referral pathways.

### ***Pathfinder Project***

- Work with Pathfinder Project partners to ensure the objectives for the project are delivered on-time, within scope and within budget.
- Work with the partners to support the implementation of a DVA response in three Pathfinder sites including conducting needs assessment, establishing steering group, identifying and responding to challenges, conducting training etc.
- Undertake relevant reporting and support the evaluation of the project.
- Identify and manage risk and project performance.
- Coordinate the governance of the project including project board meetings, service level agreements, terms of reference, establishing data and reporting requirements.
- Disseminate learnings for Pathfinder Project.

### ***Management of the STADV Health Team***

- Deliver day-to-day support and coordination between and among the health team and the wider STADV team when needed. Ensure that there is an understanding and practice of teamwork within the health team.
- Provide effective performance feedback through formal and informal channels including monthly supervision, annual appraisals, quarterly health team meetings and supporting ongoing professional development.
- Set and deliver, in consultation with the CEO and Partnership Manager, the strategic objectives for the health team including: responding to emerging themes; supporting funding applications; coordinating impact measurement; overseeing project reports and contracts.

### ***Participation in the Staff and Health Teams***

- Attend housekeeping and staff/team meetings of STADV.
- Leadership to link related work to the wider scope of work at STADV.
- Sharing office duties such as answering the telephone and cleaning.
- Self-manage your workload administration e.g. typing, photocopying etc.

### ***Accountability to the Partnership Manager and CEO***

- Keep the Partnership Manager advised about progress at all times.
- Work to the milestones and timescales agreed with the Partnership Manager.
- Participate in relevant training programmes as appropriate and attend regular supervision meetings.
- Attend other internal and external meetings as required.
- Undertake any other tasks as agreed by the Partnership Manager and CEO, commensurate with the skills and experience of the post holder.