

PATHFINDER: CAPACITY BUILDING SUPPORT OFFICER  
JOB DESCRIPTION

<b>EMPLOYING AGENCY:</b>	Post 1 Standing Together Against Domestic Violence Post 2 Standing Together Against Domestic Violence Post 3 IRISi
<b>JOB TITLE:</b>	Pathfinder: Capacity Building Support Officer
<b>RESPONSIBLE TO:</b>	Posts 1 & 2 Pathfinder Programme Manager, STADV Post 3 IRISi Chief Executive
<b>SALARY:</b>	Post 1 Full time (35 hours per week) £32,000 per annum – includes London weighting Post 2 Part time (16 hours per week) £16,000 (actual) – includes London weighting Post 3 Full time £31,143 + 3% pension contribution

The job will involve extensive travel within the UK to Pathfinder pilot sites. Post holders will be required to work unsociable hours on some occasions and occasionally stay overnight. Time off in lieu can be taken by arrangement with your line manager.

**WORK LOCATION:**

Posts 1 and 3 will be based at the office of Standing Together Against Domestic Violence (STADV) in Hammersmith; Post 2 will be home-based while IRISi source office space in Bristol. The post will then be based at the IRISi office in Bristol.

There may be a requirement to work certain days in central London with other members of the Pathfinder team. This role will also require extensive travel within the UK to Pathfinder pilot sites.

**CONTRACT:** Fixed term to 31<sup>st</sup> March 2020

**ANNUAL LEAVE:** 25 days

**WHAT IS PATHFINDER?**

- Pathfinder is a consortium of five leading domestic abuse / violence against women and girls organisations in the UK.
- Pathfinder is developing domestic abuse practice across health services (mental health, acute health and general practice) in collaboration with eight pilot sites across the UK.

**WHAT IS THE CAPACITY BUILDING SUPPORT TEAM?**

- It is a multi-agency team, made up of seven people from the consortium's five organisations.
- We pool our knowledge and expertise to capture and replicate good practice in the pilot sites, identify opportunities for development and test out new ideas to elevate practice further.

## **JOB PURPOSE:**

The CBS Officer will:

- 1) Collaborate with Pathfinder Consortium partners to:
  - Synthesise guidance and research evidence on domestic abuse to establish a model of best practice in mental health and acute health;
  - Codify the best practice implementation process and produce a toolkit to support this process in mental health and acute health settings;
  - Inform the implementation, growth and development of the IRIS model for general practice.
- 2) Collaborate with stakeholders at 8 national pilot sites to:
  - Review systems and practices related to domestic abuse in mental health, acute health and general practice settings;
  - Capture strengths to inform into the best practice model;
  - Overcome barriers to best practice and capture the process to inform the implementation code.
- 3) Lead collaboration between the Pathfinder Consortium and local stakeholders at two pilot sites:
  - Coordinate the pilot site task and finish group;
  - Coordinate the operational steering groups within each part of the health services (acute, mental health primary care);
  - Lead on shaping local plans, identifying and replicating good practice and finding agreement to solve problems.

## **ABOUT STANDING TOGETHER AGAINST DOMESTIC VIOLENCE:**

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

We support organisations, including the police, criminal justice partners, housing, social services, healthcare workers and charities, to identify and respond effectively together to domestic abuse. Our 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 abuse is now widely accepted as best practice.

## **ABOUT IRISi:**

IRISi is a social enterprise established to promote and improve the health care response to gender based violence.

We support the local commissioning, implementation, maintenance and growth of the IRIS programme. This includes bid development, training for trainers, ongoing support, national analysis and monitoring. IRIS (Identification and Referral to Improve Safety) is a general practice based domestic violence and abuse training, support and referral programme. The programme is commissioned widely in England and Wales.

IRISi collaborates with partners to develop innovative, evidence-based health interventions for those affected by gender-based violence. We also provide expert advice and consultancy in the field of domestic violence and abuse and health.



## PRINCIPAL 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 always:

- 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)
- Ensure all pathfinder sites recognise that domestic abuse is both a cause and consequence of women's inequality and that they take an intersectional approach in their work

## KEY DUTIES AND RESPONSIBILITIES:

### Capacity Building Responsibilities

- To collaborate with Pathfinder Consortium partners as necessary including, but not limited to, attending pilot site team meetings, Capacity Building Support Team (CBST) meetings, CBST development days and activities.
- To contribute to planning, shaping and agreeing appropriate plans for all pilot sites, leading on two.
- To capture and share learning from pilot sites to inform the development of the best practice model and supporting toolkits for acute health, mental health and general practice settings.
- To share domestic abuse subject matter expertise with project and site stakeholders, keeping up to date with new research evidence and practice guidance, always maintaining a survivor-centred approach.
- To coordinate and facilitate survivor consultation on pilot sites as required.
- To network with pilot site stakeholders appropriately, scheduling and attending meetings as necessary.
- To communicate frequently [at agreed intervals] with the Pathfinder project manager to update on progress, report on completed activities, raise any issues, identify risks and share lessons learnt.
- To assist with the process evaluation of the Pathfinder sites as required.
- Quarterly reporting.

### Site Leader responsibilities

- To lead coordination of the Pathfinder work in two pilot sites in order to meet the objectives and outcomes of the project.
- To coordinate CBS team meetings for two pilot sites.
- To act as the main point of contact on two pilot sites, communicate site needs to the CBST, co-opt consortium expertise as appropriate and solve problems.
- To coordinate the site steering group and the operational steering groups.
- To coordinate the review of policy, procedures and training materials for two pilot sites.
- To navigate local governance structures to ensure health services are integrated appropriately.
- To communicate continuously and clearly with the project manager and CBST team on progress, any issues to be raised or escalated, risks identified, and lessons learnt.

### General responsibilities

- Be responsible for ensuring the completeness, accuracy, robustness and timely production of all reports as appropriate.
- Ensure that any information shared whilst performing these duties is in line with STADV data storage and collection protocols.
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.



### **Participation in the wider organisation**

- Attend team and staff team meetings.
- Leadership to link related work to the wider scope of the organisation.
- Self-manage your workload administration e.g. typing, photocopying etc.

### **Accountability to the Pathfinder Programme Manager**

- Keep the Lead Partner Organisation and Programme Manager advised about progress always.
- Work to the milestones and timescales agreed with the Programme 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 Programme Manager, commensurate with the skills and experience of the post holder.

