

STANDING together

against domestic violence

DHR ADMINISTRATOR JOB DESCRIPTION

- Job Title:** DHR Administrator
- Responsible to:** DHR Manager
- Salary:** £23,000 (includes London Allowance)
- Working Hours:** 35 hours per week (full time)
The job may involve working unsociable hours on some occasions. Time off in lieu can be taken by arrangement with your line manager
- Benefits:** 25 days' holidays and workplace pension
- Work Location:** Based at the office of Standing Together Against Domestic Violence in Hammersmith. Will be required to travel within London and nationally.
- Job Purpose:**
- To provide a high standard of administrative support to internal and external agencies to ensure the effective and efficient delivery of domestic homicide reviews.
 - To support the wider Standing Together team with other administrative tasks as required.

Principal Duties & 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).

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Domestic Homicide Reviews

1. To be the first primary point of contact for queries via phone or email.
2. Liaises with clients, statutory and voluntary agencies, and the families of victims and perpetrators to arrange meetings and chase for any outstanding material.
3. Prepares and formats various documents as required with the use of Standing Together templates.
4. Liaises with chairs to monitor and update progress against each review case.
5. Co-ordinates progress made against all reviews and presents a collated report to the DHR Manager on a weekly basis.
6. Supports the set-up of new project files and general filing and archiving.
7. Prepares meeting agendas in advance of DHR panel meetings.
8. Arrange meeting facilities and distribute to attending agencies.
9. Act as recording secretary and prepare action minutes for all meetings and interviews.
10. Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with Standing Together standards and policies.
11. Maintain records and information for the purpose of internal and external monitoring and evaluation of DHR records.

General Administrative Duties

1. Work collaboratively with the Standing Together team in carrying out other aspects of administrative duties to support effective daily operations.
2. Provide administrative support to the CEO and Partnership Manager as required
3. To self-manage your administration workload
4. Participate in supporting new areas of work and development
5. To answer phone and deal with enquiries, take messages and ensure colleagues are made aware of messages



Participation in the Standing Together Staff Team

1. Ensure that Standing Together is presented in a professional manner to all coming in to contact with the organisation
2. To attend house-keeping and staff meetings of Standing Together.
3. Attend regular supervision meetings with your line manager
4. Keeping colleagues informed about issues arising from your work area, and consulting with them.

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