



**London Borough of Hammersmith Fulham MARAC
(Multi-Agency Risk Assessment Conference) Coordinator
JOB DESCRIPTION**

EMPLOYING AGENCY:	Standing Together Against Domestic Violence
Job Title:	LBHF MARAC (Multi-Agency Risk Assessment Conference) Coordinator
Responsible to:	MARAC Team Manager
Salary:	£30,000 (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.
Work Location:	Based at the office of Standing Together Against Domestic Violence in Hammersmith but will be required to travel within London area for MARAC meetings.
Contract:	Permanent
Leave:	25 days

JOB PURPOSE

To manage the establishment and operation of the MARAC in a London borough, although location may be subject to change among the MARAC team (covering five boroughs).

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, 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.

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 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).

Specific Duties:

Development of the MARAC

1. To liaise and coordinate with all key local agencies to establish the terms of reference of the MARAC, including the establishment of an agreed referral threshold to ensure that the volume of cases referred to each MARAC remains manageable.
2. To identify partner agencies to attend MARACS and liaise with senior managers to secure membership.
3. To organise and ensure consistency in referral of cases from the full range of potential referring agencies based on the use wherever possible of a common risk assessment tool for victims.
4. To work closely with permanent partner agencies to ensure that all relevant members of staff are familiar with the MARAC process, their role and responsibilities within it and receive appropriate training, induction and information as necessary.
5. To develop and maintain the necessary documentation to ensure the smooth running of the MARAC including the information sharing protocol, the referral forms, research forms, At Risk List and minutes etc.

Administration of the MARAC

1. To gather relevant information about the MARAC cases ahead of the meeting and circulate to all relevant attendees in an agreed and secure manner, in particular to the Independent Domestic Violence Adviser(s) where appropriate.
2. To prepare and organise the MARAC agenda and At Risk List to ensure that cases are reviewed in the most time effective manner and that any specialist attendees are present.
3. To produce the minutes of the meeting including agreed actions and circulate to relevant agencies in accordance with the MARAC guidelines.
4. To follow up incomplete actions with the responsible person from each agency.
5. To maintain confidential filing systems for the MARAC.
6. To ensure that the relevant data is collected to ensure that the outputs and outcomes from MARAC can be recorded and accountability to victims and partner agencies is underpinned.
7. To liaise with the full range of potential referral agencies, in particular those working with minority or 'hard to reach' groups to ensure that the needs of all victims are met.

8. To support the work of the Chair of the MARAC in whatever way may be reasonably required.
9. To support other MARACs with administrative cover, minute-taking and coordination as required.

Operations Meetings

1. To liaise with MARAC Team Manager to identify case practice issues to bring to Operations Meetings.
2. To follow up matters arising from the meetings with partner agencies.
3. To produce and distribute praise letters and feedback to staff in other agencies.
4. To partake in and support SafeLives-facilitated reviews of the MARAC

Participation in the STADV Staff Team

1. To attend house-keeping and staff meetings of STADV, sharing in minute-taking and chairing by rota
2. To share information with colleagues e.g. feedback from conferences and research reports.
3. To keep colleagues informed about issues arising from your work area, and consulting with them.
4. To share office duties such as answering the telephone.
5. To self-manage your workload administration e.g. typing, photocopying etc.
6. To participate in and help with the organisation of a range of events and conferences run by STADV

Accountability to the MARAC Team Manager

1. To keep the MARAC Team Manager advised about progress at all times.
2. To keep the MARAC Team Manager informed of any difficulties over any agency's compliance with agreed protocols.
3. To work to the milestones and time scale agreed with the MARAC Team Manager on behalf of STADV.
4. To undertake any other tasks as agreed by the MARAC Team Manager or the CEO, commensurate with the skills and experience of the post holder.