



**Pathfinder Programme Manager
JOB DESCRIPTION**

- EMPLOYING AGENCY:** Standing Together Against Domestic Violence
- Job Title:** Pathfinder Programme Manager
- Responsible to:** National Health and Domestic Abuse Manager
- Salary:** £32,000
- 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 (STADV) in Hammersmith but may need to work certain days in central London with other members of the Pathfinder team. This role will also require travel within the UK to Pathfinder sites.
- Contract:** Permanent
- Annual Leave:** 25 days

JOB PURPOSE

In this key role, the Project Manager will be responsible for facilitating the delivery of our major new project, Pathfinder, which will establish a whole health approach to domestic abuse. Pathfinder is led by STADV in partnership with AVA, IMKAAN, IRISi, and Safelives. These charities currently work with three Pathfinder sites to define and develop a whole health response to violence against women and girls in primary care, acute hospital and mental health trusts. The Programme Manager will assist the National Health and Domestic Abuse Manager at STADV in the project planning and implementation of the national programme of work.

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.

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).
- 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

- Act as the PM lead on the planning of the Pathfinder programme, coordinating the input of team members and utilising core project management tools and techniques to create effective project plans
- Identify the resource requirements for the designated projects based on planned delivery, ensuring resource requirements are identified and resources are available at the right time
- Motivate members of the team to meet their objectives and highlight key decision points and facilitate decision making
- Monitor progress of the designated projects against project plans, agreed milestones and performance indicators, working to remove blockers and managing or escalating any risks or issues which arise
- Proactively QA project plans, activities and outputs, identifying risks, issues and opportunities and acting accordingly
- Liaise with internal/external stakeholders and other external contacts in order to develop positive working relationships and respond to queries as appropriate.
- Proactively communicate with our external partners as required, ensuring they are well briefed and up to date with our work as plans evolve and act as a point of contact for partner organisations, ensuring their commitments are reflected in project plans.
- Act as a key point of contact for projects for members of the project team, other colleagues and external stakeholders
- Deliver monitoring information for use by STADV and the Pathfinder Project Board with an agreed frequency and formality
- Monitor and update the deliverables as needed, ensuring updates are communicated and shared as required.

- Make use of a range of communication techniques to ensure members of the project team are kept up to date and to facilitate progress within the project.
- Coordinate regular meetings for the project team. Ensure meetings are effective, through the timely preparation of agendas, coordination of papers, and recording of agreed actions
- Ensure colleagues across STADV and Pathfinder are kept informed of projects in a format and frequency agreed with colleagues.
- Coordinate the completion and approval of any documents or products issued as part of the project, e.g. descriptions of pilots, guidance for delivery partners, etc.
- 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 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 National Health and Domestic Abuse Manager

- Keep the National Health and Domestic Abuse Manager advised about progress at all times.
- Work to the milestones and timescales agreed with the National Health and Domestic Abuse 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 National Health and Domestic Abuse Manager, commensurate with the skills and experience of the post holder.