



**MARAC (Multi-Agency Risk Assessment Conference) Team Manager
JOB DESCRIPTION**

EMPLOYING AGENCY:	Standing Together Against Domestic Violence
Job Title:	MARAC (Multi-Agency Risk Assessment Conference) Team Manager
Responsible to:	CEO
Salary:	£34,000 - £36,000 (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 may need to work certain days in borough where STADV is responsible for MARAC Coordination.
Contract:	Permanent
Leave:	25 days

JOB PURPOSE

1. To manage the operation of the domestic violence MARAC in one London borough
2. To line manage four MARAC Coordinators, one MARAC Data & Quality Assurance Officer, and one MARAC Administrator, by providing monthly supervision, support and guidance
3. To lead the MARAC team

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 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).

To manage the operation of the domestic violence MARAC in one London borough

- 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.
- To identify partner agencies to attend MARACS and liaise with senior managers to secure membership.
- 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.
- 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.
- 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.

To oversee and assist with the administration of your MARAC

- To gather relevant information about the MARAC cases ahead of the meeting and circulate to all relevant attendees in an agreed and secure manner, to the Independent Domestic Violence Adviser(s) where appropriate.
- 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.
- To produce the minutes of the meeting including agreed actions and circulate to relevant agencies in accordance with the MARAC guidelines.
- To follow up incomplete actions with the responsible person from each agency.
- To maintain confidential filing systems for the MARAC.
- 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.
- To liaise with the full range of potential referral agencies, those working with minority or 'hard to reach' groups to ensure that the needs of all victims are met.

- To support the work of the Chair of the MARAC in whatever way may be reasonably required.

To participate in MARAC Steering Group meetings

- To provide quarterly performance reports to the MARAC Steering Group.
- To liaise with individual MARAC Coordinators and Partnership Agencies to identify case practice issues to bring to Steering Group meetings.
- To follow up matters arising from the meetings with MARAC Coordinators and partner agencies.
- To produce and distribute praise letters and feedback to staff in other agencies.
- To partake in and support SafeLives-facilitated reviews of the MARAC

To line manage four MARAC Coordinators, one MARAC Data & Quality Assurance Officer, and one MARAC Administrator by providing monthly supervision and ongoing support and guidance

- To provide monthly supervision to four MARAC Coordinators, one MARAC Data & Quality Assurance Officer, and one MARAC Administrator at STADV.
- To be available for day-to-day support and coordination between and among the MARAC team and the wider STADV team when needed.
- To carry out routine observations of individual MARACs to help support MARAC Coordinators with specific feedback.
- To develop, with support from the MARAC Data & Quality Assurance Officer, good practice guidance tools and documents for the MARAC Coordinators and Administrator.
- To ensure that the administrative support provided by the MARAC Data & Quality Assurance Officer and MARAC Administrator is adequate and supportive of the MARAC team.

To lead the MARAC Team

- To organise and attend MARAC meetings and for other MARAC Coordinators as necessary.
- To organise and lead MARAC team meetings on a monthly or bi-monthly basis.
- To organise the MARAC team so that coordination of minute-taking and cover is planned and equitable.
- To organise the MARAC team to ensure that support is in place to successfully carry out MARAC briefings and workshops in all MARAC areas.
- To assist in the development of information systems supporting the work of the MARAC Coordinators, input data and produce monitoring reports.
- As part of the MARAC Team, to deputise for other MARAC Coordinators when needed.
- To represent the MARAC Team when invited to local, pan-London and national meetings.
- To keep abreast of MARAC development and best practice guidance from SafeLives, the Home Office and other agencies to disseminate amongst the MARAC team.

Participation in the STADV Staff Team

- To attend house-keeping and staff meetings of STADV.
- To share information with colleagues e.g. feedback from conferences and research reports.
- To keep colleagues informed about issues arising from your work area, and consulting with them.
- To share office duties such as answering the telephone.
- To self-manage your workload administration e.g. typing, photocopying etc.

Accountability to the CEO

- To keep the CEO advised about progress at all times.
- To keep the CEO informed of any difficulties over any agency's compliance with agreed protocols.
- To work to the milestones and time scale agreed with the CEO on behalf of STADV.
- To participate in relevant training programmes as appropriate.
- To attend support and supervision meetings.
- To attend other internal meetings as required.
- To undertake any other tasks as agreed by the CEO commensurate with the skills and experience of the post holder.