



daha

Domestic Abuse Housing Alliance

DAHA Development Coordinator for Private Landlords

Job Description

Employing Agency:	Standing Together Against Domestic Violence
Responsible to:	CEO, Standing Together with operational oversight by all DAHA partners
Responsible for:	Delivery and ongoing development of best practice in relation to domestic abuse and the private rented housing sector
Work Location:	Two option for primary location depending on the best suitable for the successful applicant. Office of Standing Together, King Street, Hammersmith, London W6 0RF Or Office of Gentoo, Emperor House, 2 Emperor Way, Sunderland, Tyne and Wear SR3 3XR
Contract:	Two year, fixed term with possible extension if further funding applications are successful.
Working Hours:	35 per week
Salary:	£32,000 to 36,000 depending on experience
Leave:	25 days

This post will work as part of a small team whose aim will be to drive forward DAHA business development. This team will be line managed by the CEO of STADV and also supported and will work alongside DAHA leads from Gentoo and Peabody.

The DAHA Development Coordinator post will work as a team and share the following responsibilities. However, due to funding commitments, this post will be focused primarily on work to develop best practice in relation to domestic abuse within the private rented housing sector.

Job purpose

1. Create training materials and tools which aid private rented landlords to improve the way they address domestic abuse.
2. To develop relationship with the range of organisations, associations and bodies with represent or influence private rented landlords.
3. To develop a communications strategy and policy strategy to ensure the broadest reach to influence and raise awareness of best practice in relation to domestic abuse with private rented landlords.
4. To train private rented landlords on aspects of good practice in relation to domestic abuse.
5. To explore use of local authority accreditation schemes or other similar schemes to identify ways which inclusion of domestic abuse best practice could strengthen and promote better practice.
6. To aid the wider DAHA team in the promotion of DAHA accreditation for housing providers.
7. To promote DAHA accreditation to media and Government alongside DAHA founders.
8. To work with second tier housing organisations to promote DAHA and to develop on going best practice in relation to domestic abuse and housing.

Description of duties:

1. To formulate and implement a strategy in relation to the private rented housing sector to improve practice in relation to domestic abuse alongside and with input from the DAHA partners.
2. Develop training materials and tools to use with private rented landlords. Plan, organise and deliver training throughout the year in various parts of the UK.
3. To develop relationships with the range of organisations, associations and bodies with represent or influence private rented landlords.
4. To represent STADV and DAHA at relevant meetings as appropriate, including

public speaking engagements.

5. Monitor progress against you agreed strategy and workplan and update the Chief Executive and DAHA founders regularly (as agreed).

Participation in the staff and STADV teams:

1. To attend housekeeping and staff/team meetings, sharing in chairing by rota.
2. Sharing information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues.
3. Active participation in the STADV team linking individual project learnings with the wider organisation and sharing in responsibilities such as training, attendance at external meetings, etc.
4. To self-manage your workload administration e.g. typing, photocopying etc.

Accountability to CEO

1. To keep the CEO advised about progress at all times.
2. To work to the milestones and time scale agreed with the CEO on behalf of STADV and the DAHA founders.
3. To undertake any other tasks as requested by the CEO or founders.

All these duties to be carried out in line with:

- The STADV Equal Opportunities Policy
- The STADV Confidentiality Agreement
- The STADV Information Sharing Protocol
- The STADV Safeguarding Policy

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; clear messages that domestic violence is a crime which will not be tolerated in our community).