



## DAHA Development Manager for Cambridgeshire

### Job Description

<b>EMPLOYING AGENCY:</b>	Standing Together Against Domestic Violence (STADV)
<b>RESPONSIBLE TO:</b>	Domestic Abuse Housing Alliance (DAHA) Manager, Standing Together with operational oversight by all DAHA partners
<b>RESPONSIBLE FOR:</b>	Delivery and ongoing development of DAHA Business Plan
<b>WORK LOCATION:</b>	Cambridgeshire County Council  With regular travel within the UK and to STADV office
<b>CONTRACT:</b>	One-year fixed term
<b>WORKING HOURS:</b>	21 per week
<b>SALARY:</b>	£32,000pa (pro rata) depending on experience
<b>ANNUAL LEAVE:</b>	25 Days (pro rata)

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 DAHA Manager of STADV and supported by and will work alongside DAHA leads from Gentoo and Peabody.

Due to funding commitments, this post will be focused on housing providers in Cambridgeshire. The post holder will work alongside another part time DAHA Development Manager in Cambridgeshire conducting similar responsibilities.

The DAHA Development Manager post will work as a team and share the following responsibilities.

#### **JOB PURPOSE**

To deliver the following outcomes of the DAHA Business Development Plan in Cambridgeshire:

1. Promote DAHA accreditation to housing providers and to oversee the accreditation delivery plan
2. Generate new business opportunities with social housing providers by targeting new and interested leads, mainly generating interest and signing up social housing providers to

achieve DAHA accreditation.

3. Manage relationships and attend meetings with prospective and committed providers to support the accreditation implementation process
4. Deliver workshops and tools to aid housing providers to achieve the DAHA accreditation.
5. Promote DAHA accreditation to media and Government alongside DAHA founders.
6. Support the DAHA team with development work
7. To collect and collate feedback from housing providers to review business performance and quality assurance
8. Train frontline housing staff on aspects of good practice in relation to domestic abuse which are key to DAHA accreditation.

#### **KEY DUTIES AND RESPONSIBILITIES:**

1. Implement the DAHA Business Development Plan and ensure tasks are completed and the DAHA founders are kept informed of progress.
2. Identify housing providers and actively promote DAHA accreditation in line with the business case. Maintain a record of contacts and engagement with providers. Provide resources on the accreditation process. Meet with senior management teams to encourage sign up.
3. Once a housing provider commits to accreditation, schedule DAHA accreditation assessments. Maintain contact with the staff member leading on implementing the accreditation. Attend steering group meetings. Offer guidance on accreditation progress. Also, to ensure that DAHA founders are actively involved with the development of best practice and policy in relation to domestic abuse and housing.
4. Deliver workshops on the 8 priority areas of DAHA standards including policy & procedure, case management, risk management, partnership working, equality & diversity, staff training and publicity and awareness to support organisations with implementing each of these. This will enable them to understand and develop their knowledge and practice in relation to DAHA accreditation. Plan, organise and deliver these workshops throughout the year in various parts of the UK.
5. To represent STADV and DAHA at relevant meetings as appropriate, including public speaking engagements.
6. Identify good practice developments in the violence against women and housing sectors and among housing providers going through accreditation. Support the team with updating DAHA resources and materials including the business case, workshops, website and online toolkit.
7. Seek feedback from housing providers on the accreditation process and impact to

identify what's going well and opportunities for improvement

8. Deliver awareness raising and skills training to housing providers, depending upon requests received.
9. Maintain regular contact with the other DAHA Development Manager in Cambridgeshire. Meet with the Cambridgeshire Domestic Abuse and Sexual Violence Manager monthly.

**General Responsibilities:**

- To attend and participate in staff and housing team meetings. For housing team meetings, includes sharing in chairing and minute taking by rota
- Sharing information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues.
- 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.
- To self-manage your workload administration e.g. typing, photocopying etc.

**Accountability to DAHA Manager**

- To keep the DAHA Manager advised about progress at all times.
- To work to the milestones and time scale agreed with the DAHA Manager on behalf of STADV and the DAHA founders.
- To undertake any other tasks as requested by the DAHA Manager 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).