



daha

Domestic Abuse Housing Alliance

## DAHA Development Manager

### Job Description

<b>Employing Agency:</b>	Standing Together Against Domestic Violence
<b>Responsible to:</b>	CEO, 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>	Office of Standing Together, London W6 0RF
<b>Working Hours:</b>	35 per week
<b>Salary:</b>	£36,000 per annum
<b>Leave:</b>	25 days

This post will manage a small Housing 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 Manager along with the team will work together to share the following responsibilities. The post will be required to focus primarily on London based housing provision while supporting the teams focus on housing providers elsewhere in the UK.

### Job purpose

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

1. Create workshops and tools which aid housing providers to achieve the DAHA accreditation.
2. To promote DAHA accreditation to housing providers and to oversee the accreditation delivery plan.
3. To promote DAHA accreditation to media and Government alongside DAHA founders.
4. To work with second tier housing organisations to promote DAHA and to develop

on going best practice in relation to domestic abuse and housing.

5. To oversee an academic evaluation of the impact of DAHA accreditation.
6. To train frontline housing staff on aspects of good practice in relation to domestic abuse which are key to DAHA accreditation.

**Description of duties:**

1. Implement the DAHA Business Development Plan and ensure tasks are completed and the DAHA founders are kept informed of progress.
2. Develop workshops for housing professionals which 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.
3. To promote and schedule DAHA accreditation with individual housing providers. This will entail actively promoting DAHA accreditation, meeting with senior management teams to finalise accreditation plans and to address logistics in terms of support and planning required for housing providers to seek and achieve DAHA accreditation.
4. To develop relationships with 2<sup>nd</sup> tier housing organisations by scheduling regular meetings and events with them to ensure that these organisations fully understand and promote DAHA accreditation and also to ensure that DAHA founders are actively involved with the development of best practice and policy in relation to domestic abuse and housing.
5. To work alongside academic evaluators to ensure that plans are implemented and data is collected by housing partners.
6. (For the post which will be more focused on London based housing providers) Coordinate quarterly Housing Operational Group meetings on behalf of STADV for the Tri-boroughs of London. Write and circulate agenda, including any other necessary papers and minutes following the meeting. Collate data from Housing Operational group members and disseminate ahead of operational meetings for discussion. Provide regular monitoring reports to the Housing Operational Group and other partners and Operational Groups as required.
7. To represent STADV and DAHA at relevant meetings as appropriate, including public speaking engagements.
8. Monitor progress against the DAHA Business Development Plan and update the Chief Executive and DAHA founders regularly (as agreed).

### **Line manage members of the Housing Team:**

1. To provide monthly supervision to Housing Managers and Housing Coordinator
2. To organise team meetings to ensure that support and systems are in place to develop the housing projects.
3. To be available for day-to-day support and coordination between and among the team and the wider STADV team when needed.
4. To carry out routine observations of individuals to help support Managers and Coordinator with specific feedback.
5. To develop, with support from the team, good practice guidance tools and workshops for housing professionals.

### **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).