



daha

Domestic Abuse Housing Alliance

## DAHA Events and Project Officer Job Description

<b>EMPLOYING AGENCY:</b>	Standing Together Against Domestic Violence
<b>RESPONSIBLE TO:</b>	Domestic Abuse Housing Alliance (DAHA) Manager, Standing Together with operational oversight by all DAHA partners
<b>RESPONSIBLE FOR:</b>	Supporting the DAHA accreditation process, events and promotion
<b>WORK LOCATION:</b>	Standing Together Against Domestic Violence Office
<b>CONTRACT:</b>	One-year fixed term with possibility of extension
<b>WORKING HOURS:</b>	35 hours per week
<b>SALARY:</b>	£26,000 per annum (ILW)
<b>LEAVE:</b>	25 days

This is an exciting opportunity to work as an integral part of a small, national team whose aims include working with social housing providers to acquire DAHA accreditation. This post will be line managed by the DAHA Manager at STADV, one of three founding partners of the Domestic Abuse Housing Alliance (DAHA <https://www.dahalliance.org.uk/>) This post includes working alongside the all three of the founding members including Gentoo and Peabody housing associations.

This post will support the DAHA accreditation process and calendar as well as the programme of DAHA workshops, events and website.

## **BACKGROUND**

The Domestic Abuse Housing Alliance (DAHA) is a partnership between Standing Together Against Domestic Violence, Peabody, and Gentoo Group. A key mission is to improve the social housing sector's response to domestic abuse through the introduction and adoption of an established set of standards and an accreditation process.

DAHA accreditation standards have 8 priority areas including policy & procedure, case management, risk management, partnership working, perpetrator management, equality & diversity, staff training and publicity & awareness.

To promote our standards and support social housing providers operating across the UK with acquiring accreditation, we offer:

- Support from a DAHA Development Manager to effectively implement the accreditation standards.
- Workshops on each priority area
- A free online toolkit to enable housing providers to self-assess what work is needed to achieve accreditation and includes free templates and resources for each priority area.

DAHA accreditation is valid for 3 years after which point housing providers can seek a renewal assessment to maintain the DAHA accreditation mark.

## **MAIN PURPOSE OF POST**

- To ensure the DAHA accreditation process is scheduled and runs smoothly. This will entail coordinating with housing providers and the senior roles within DAHA who will be conducting the DAHA accreditations.
- To ensure that the DAHA team are supported in the scheduling and the administration of DAHA related workshops, training and events.
- To ensure that the DAHA website is kept up to date.
- To support the DAHA team in funding and administrative requirements.

## **DUTIES AND KEY RESPONSIBILITIES**

**To ensure the DAHA accreditation process is scheduled and runs smoothly. This will entail coordinating with housing providers and also the senior roles within DAHA who will be conducting the DAHA accreditations.**

1. Working closely with DAHA Development Managers and Gentoo and Peabody leads for overall coordination of DAHA accreditation assessments
2. Creating a central database and keeping a record of DAHA contacts, accreditation sign ups and invoice payments

3. Liaising with housing providers to schedule accreditation assessment visits and liaising with the lead assessor
4. Sending out assessment renewal reminders to accredited providers

**To ensure that the DAHA team are supported in the scheduling and the administration of DAHA related workshops, training and events.**

1. Working closely with DAHA Development Managers to plan workshop delivery across the UK
2. Liaising with housing providers to locate venues for workshops, training and other DAHA related events
3. Responding to enquiries relating to workshops, training and events
4. Managing delegate bookings
5. Maintaining a record of workshop, training and event activities
6. Producing promotion and publicity for DAHA workshop and events

**To ensure that the DAHA website is kept up to date**

1. Maintaining and managing the DAHA website
2. Adding updates and new content to existing website
3. Monitoring search engine analytics and traffic to the website
4. Responding to queries relating to the website

**To support the DAHA team in funding and administrative requirements**

1. Assisting in the preparation of scheduled reports.
2. Supporting with meeting preparation and minute taking
3. Researching and creating written communication and presentations

**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
- Supporting the wider Standing Together team with administration tasks as required such as minute taking and other administrative duties.
- 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 and participate in monthly supervision and annual appraisals.

- 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).