Job Description

JOB TITLE:	VAWG Training and MARAC Support Officer
GRADE:	I
POST NUMBER:	A080500108
DIRECTORATE:	Communities
SERVICE:	Public Protection and Integrated Enforcement Service
RESPONSIBLE TO:	Violence Against Women and Girls Coordinator
RESPONSIBLE FOR:	N/A
	This post requires a DBS check *[state level required]* • Enhanced check This post not politically restricted
JOB SUMMARY:	Lead and deliver the Violence against Women and Girls (VAWG) training programme and VAWG Champions programmes, including supporting Women's Safety initiatives, aiming to raise awareness in Tower Hamlets including domestic abuse, sexual abuse, trafficking for adult sexual exploitation/ survival-sex, forced marriage, dowry abuse, so-called 'honour' based violence, female genital mutilation, stalking and harassment for: a) Professionals across the statutory, voluntary and private sector b) Residents and community groups c) Schools, colleges and other youth related services Lead, administration and delivery of the 'Whole School Approach' to VAWG in Tower Hamlets, with the aim of contributing to the VAWG and Women's Safety Strategy 2024-2029. Being the key link for allocated VAWG areas. Develop, produce and distribute the quarterly VAWG e-newsletter and maintain the associated mailing list. Provide operational and administrative support to the Multi-Agency Risk Assessment Conference (MARAC), including ensuring the efficient of MARAC processes and strengthening safeguards for high-risk victims of domestic abuse (at least 1.5 days a week). Meet the requirements of the funders of this post - Mayor's Office for Policing and Crime (MOPAC) including performing against agreed outcomes and providing regular monitoring information.

ROLE REQUIREMENTS:	
1.	Build capacity, confidence and engagement with schools on VAWG
2.	To develop, deliver and promote the muti-agency VAWG training programme which enables professionals to identify and respond effectively and appropriately to issues relating to VAWG, in accordance new legislation and policy and changing local needs
3.	To coordinate, develop and assist with delivery of the VAWG Champions programme for professionals, community groups and residents which raises awareness of VAWG and the relevant services and reporting arrangements in the borough
4.	To coordinate a bi-annual forum and Champions Network for VAWG Champions and agencies to learn about local and national VAWG provision
5.	Maintain, update and implement an evaluation tool to monitor the effectiveness of the training programmes, improving training programme in accordance with changing local needs
6.	To support the development of a borough-wide approach to VAWG as set out in the VAWG and Women Safety delivery plan
7.	Support development and delivery of VAWG communications and campaigns, including on the Male Allyship and Don't Cross The Line
8.	Support events relating to VAWG and wider community safety agenda, promoting VAWG by attending briefings, events and delivering presentations across Tower Hamlets to raise awareness of VAWG, reaching out to vulnerable communities affected by VAWG and to encourage disclosures/reporting from victims and survivors of VAWG
9.	To provide telephone information, advice, signposting and referral service via the professional duty line
10.	Conduct research and prepare comprehensive responses to Members' Enquiries, Freedom of Information (FOI) Requests, reports/ Request for Quotation (RFQ) and briefings
11.	To support the development and delivery of a borough-wide approach to VAWG in collaboration with the Senior VAWG, Domestic Abuse & Women's Safety Manager, key partners as set out in the VAWG and Women's Safety delivery plan
12.	To support with procurement exercise of VAWG Services, where required
13.	Support overall equality and diversity policy and practice,

	including the Domestic Abuse No Excuse Campaign
14.	Utilise programme and project management methods to develop and implement initiatives including raising strategic awareness of VAWG services available to victims, survivors and the wider community
15.	Build mainstream capacity, confidence and community engagement in relation to VAWG including undertaking direct consultation with victims, survivors and other stakeholders to inform strategy and policy
16.	To promote VAWG / DA events and outreach activities via the Council's Comms Team
17.	Support with onboarding, wider integration and training of new staff
18.	To complete comprehensive research in preparation for MARAC meetings
19.	Develop and deliver training sessions for MARAC professionals on the MARAC process
20.	To manage high risk domestic abuse referrals, ensuring referrals are made via appropriate referral pathways. To review data and to ensure that potentially high-risk cases are identified, that needs and risks are being fully addressed, that data is properly completed and recorded, and that regular monitoring reports are produced and circulated as appropriate
21.	To ensure that full and accurate records are kept of all high-risk cases referred to the domestic abuse team, and that in such cases, appropriate advice is given and actions taken
22.	To regularly review and identify improvements in the referrals process, forms and protocols to ensure that systems for high-risk cases are as efficient and effective as possible
23.	To review all referrals made to or recorded by the team, to identify any children that may be at risk, and ensure that appropriate liaison takes place with relevant services, including Children's Services and Adult Social Care, in respect of child and vulnerable adults protection, to ensure that agreed protocols are adhered to and appropriate action taken
24.	To fulfil all MARAC responsibilities ensuring coordination of all MARAC referrals in the absence of MARAC Coordinator
CORPORATE RESPONSIBILITIES	
25.	Actively contribute to the council's priorities and outcomes in a

	way that promotes a 'one organisation' approach
26.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented
27.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups
28.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role
29.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff
30.	Adherence to the council's commitment to the health, safety and welfare at work policy
PEOPLE	
31.	To actively promote and uphold the Council's code of conduct, TOWER values, priorities and service standards
32.	Provide support to team members during periods of absence, maintaining effective communication, stakeholder engagement, and progress on key projects. Promote a cooperative and adaptable working environment to achieve shared objectives and uphold service standards
FINANCE	
33.	Support financial administration for the VAWG Team budget through ensuring requisitions and invoices are raised, in the absence of VAWG and Domestic Abuse Projects and Commissioned Services Manager
SERVICE	
34.	Work in the community with the third sector, charities, residents, and survivors to produce effective training packages
PERFORMANCE	
35.	Meet the requirements of the funders of this post - Mayor's Office for Policing and Crime (MOPAC) including performing against agreed outcomes and providing regular monitoring information
36.	Conduct training and outreach across the borough quarterly

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

To ensure that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy

Person Specification

Person Specification for the Post of		**Essential (E) or Desirable (D) (if applicable)**	**Method of Assessment A= Application Form T= Test I= Interview**
Knowledge	• Knowledge and understanding of VAWG issues and how they impact on individuals and society at large.	E	A, T, I
	• A comprehensive knowledge of current legislation, policy and practice developments relating to Violence Against Women and Girls	E	A, I
	• Understanding of equalities issues as they relate to VAWG.	E	A, T, I
	• Understanding of the process of monitoring and evaluating policies and practices	E	A, I
	• Experience and understanding of the Multi-Agency Risk Assessment Conferences (MARAC)	D	A, I
	• Fluent Bengali/ Sylheti speaker.	D	A
Qualifications & Experience	• Proven experience of delivering training programmes for professionals and the general public, with particular reference to VAWG.	E	A, I
	• Proven experience of working on VAWG issues.	D	A, I
	• Proficiency in Microsoft Office, in particular, Word, PowerPoint and Excel.	E	A
	• Experience of developing and delivering education based VAWG	D	A, I

	programmes to school staff		
	• Experience of partnership working across multiple agencies services, including statutory, voluntary and community organisations	E	A, I
	• Experience of planning, organising and facilitating meetings, forums, workshops, networks or events	D	A, I
	• Experience of monitoring, evaluating and improving projects, services or training programmes using feedback and performance information	D	A, I
Living the TOWER Values sets out the essential behaviours required of all staff. **They are aligned to the organisation's five TOWER Values**			
We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets	<u>Building relationships</u> • Takes action to improve team culture and improves relationships across the council and with partners to achieve the best outcomes. <u>Developing networks</u> • Ability to work effectively with different communities, internal and external partners, to achieve outcomes.	E E	A, I A, I
We are **OPEN** and transparent	<u>Communicating clearly</u> • Ability to communicate effectively, both in writing and verbally, with a wide range of people from different agencies and organisations. <u>Being approachable</u> • Approachable and seeks regular internal and external feedback from people to improve how	E	A, I

	they and others do things.		
We are **WILLING** to challenge, innovate and be accountable	<u>Being Accountable</u> • Is proactive and takes accountability for delivering own work and sets challenging goals whilst setting high standards, for self. <u>Improvements and Innovation</u> • Looks for ways to continuously improve and develop within working role.	E E	A, I A, I
We empower each other to be **EXCELLENT** and go the extra mile	<u>Having purpose & personal motivation</u> • Ability to self-motivate and identify, prioritise and resolve problems, to achieve vision. <u>Colleagues feel appreciated & valued</u> • Supports others to achieve a work-life balance and make time for others when they need someone to listen to them.	E E	A, I A, I
We **RESPECT** all communities; they are the heart of everything we do	<u>Being a customer ambassador</u> • Clear vision for delivering the VAWG training programme in a way which meets the needs of the whole community, including vulnerable groups. <u>Learning from customers</u> • Uses customer feedback data to make improvements to how we work, to achieve the best outcome. <u>Respecting diversity and being inclusive</u>	E E E	A, I A, I A, I

	• Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.		
Additional Requirements	Willingness to work outside of contracted hours in the evenings and weekends subject to notice. To comply with the requirement to carry out a DBS check on this role.	D E	A A