

# Job Profile

Position Details	
Post	Violence Against Women & Girls (VAWG) Coordinator
Service Area	Adults & Health/Public Health/Violence Against Women and Girls
Reports to	Violence Against Women & Girls Strategic Lead
Grade	P05
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> <li>• Develop and manage Haringey's Coordinated Community Response (CCR) pilot in three distinct areas in the borough. Oversee the training delivery and evaluation of the pilot. Effectively engage and develop partnerships with community groups and leaders to meet the aims of the pilot. Lead on the model development and roll-out as well as leading on and coordinating all aspects of the CCR Steering Group.</li> <li>• Lead and effectively manage key strategic elements of the VAWG Outcomes within the 'People' theme of the Borough Plan (mapped to the VAWG Strategy), ensuring that any risks and threats are appropriately highlighted and mitigated.</li> <li>• Contribute to and ensure the delivery and outcomes of the Violence against Women and Girls 10-year VAWG Strategy (2016-2026), and corresponding action plans, in collaboration with all key partner agencies and local authority services, managing key areas of work to meet the strategic objectives.</li> <li>• Lead on and drive the work of three key areas within the VAWG multi-agency partnership: the VAWG Practitioners' Forum, Harmful Practices Working Group and Coordinated Community Response Steering Group.</li> <li>• Support the development and commissioning of new VAWG specialist services in accordance with best practice principles, ensuring they are underpinned by robust survivor engagement and consultation as well as best value for money.</li> <li>• Identify, develop and maintain relationships with a network of key internal and external contacts, including local and regional organisations, to facilitate good working relationships, joint campaigns and enhanced influence.</li> <li>• Develop good working relationships with key stakeholders at local, national and regional level (including providers and service users) to understand and influence the strategic policy landscape, to ensure that VAWG providers are fully mobilised to maximise investment and meet local needs, and to identify and pursue opportunities to bring in external funding and resources to help implement the VAWG Strategy.</li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To work with the Strategic Lead for VAWG to coordinate and maintain all aspects of the multi-agency partnership response to violence against women and girls.</li> <li>2. To manage specific areas of the VAWG portfolio, ensuring there are robust, affordable operation plans in place to deliver the Borough Plan on time and to budget.</li> <li>3. To be responsible for operational and implementation decisions, developing local strategic approaches and influencing national and regional strategies across VAWG.</li> <li>4. To develop and facilitate the delivery of multi-agency, partnership VAWG training, including co-design and delivery of the VAWG Training Standards &amp; Framework, to contribute to the continuous improvement of professionals and practitioners.</li> <li>5. To manage a number of key multi-agency partnership groups across the VAWG partnership, working closely with the Chair(s), members, partner agencies and other networks to extend the reach of the partnership and help it inform and contribute to the response to violence against women and girls in Haringey.</li> <li>6. To lead on engagement opportunities with survivors and enhance the long-term support for survivors locally including managing the VAWG Small Grants programme, ensuring contracts and budgets are effectively and most efficiently managed.</li> <li>7. To ensure that the VAWG Strategy and related Borough Plan outcomes are underpinned by a sound evidence base, including by assessing current and future need for support services and by undertaking research including comparative standards, benchmarking and good practice.</li> <li>8. To work closely with colleagues across the Council and in a range of external agencies to support the development of borough policies, strategies and projects aligned with the VAWG Strategy.</li> <li>9. To scope and develop ideas for new VAWG support and prevention programmes and initiatives for consideration by senior officers and Members.</li> <li>10. To co-ordinate work across a range of statutory and voluntary sector agencies to develop policies, practices and services that will help to reduce the extent of violence and provide an improved response to victim/survivors.</li> <li>11. To lead and coordinate violence against women and girls' publicity events within the community, identifying, liaising and supporting a diverse range of community groups and organisations and manage the multi-agency communications and advocacy plan. To also maintain and update (in consultation with partner agencies, service users and residents), a borough branded violence against women and girls' publicity campaign to support the CCR work.</li> <li>12. To inform the development and implementation policies, procedures, protocols and plans on violence against women and girls across partner agencies, ensuring services are consistent, reflect best practice and are working correctly.</li> </ol>

13. To become the point of contact providing local authority staff with information and support on VAWG, ensuring improved practice and multi-agency responses.
14. To utilise programme and project management methods to develop and implement initiatives that ensure best practice response to support victim/survivors on their journey to recovery.
15. To be responsible for managing projects and specific work streams and the accompanying resources (financial, human and others).
16. To enable the VAWG partnership to develop and achieve against performance indicators and targets, corporate priorities and equalities objectives. To support the VAWG Strategic Lead to produce VAWG Performance Reports and develop, implement, strategically steer, review and expand the VAWG indicator set. Support partners in effective measurement and reporting on VAWG performance. Support the work of the VAWG Strategic Group in regularly assessing performance in relation to VAWG. Support regional and national reviews and inspections of VAWG related work and performance.

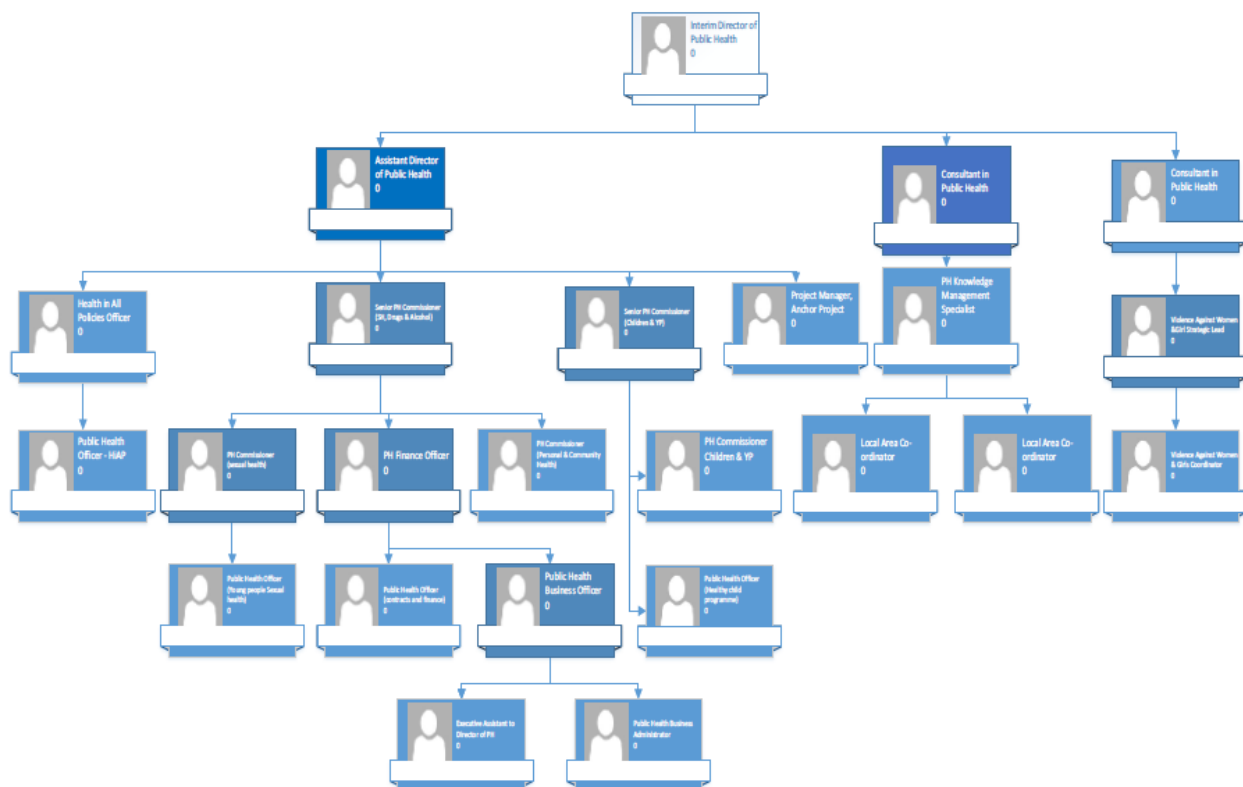
Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>All the following are essential:</p> <ol style="list-style-type: none"> <li>1. Understanding the coordinated community response model, what best practice looks like and knowledge of the roles and responsibilities of the different organisations in responding to violence against women and girls.</li> <li>2. Knowledge of trends and developments in relation to all key areas around VAWG.</li> <li>3. Knowledge and understanding of current demands, structural and operational procedures and constraints of organisations, agencies and services who comprise the multi-agency partnership and the coordinated community response to violence against women and girls.</li> <li>4. Knowledge and experience of working with a wide range of community/voluntary organisations and individuals on violence against women and girls.</li> <li>5. Ability to think and act strategically to develop practical, innovative and creative</li> </ol>	E

<p>solutions to strategic and complex issues.</p> <p>6. Exceptional relationship management and interpersonal skills, including the ability to negotiate and persuade and influence effectively.</p> <p>7. Excellent project management skills and highly experienced in their application to partnership work.</p> <p>8. High level of personal credibility with a personal and professional demeanour, which generates the trust and confidence of others.</p> <p>9. Excellent political awareness with sound judgement, including experience of working with elected members.</p> <p>10. An empathetic approach to supporting and working with the most vulnerable residents.</p> <p>11. Significant experience in written and oral communication, with a solid track record of using different communication methods to persuade and influence a range of audiences, including senior-level staff, cabinet members and local residents.</p> <p>12. Demonstrable ability to work on their own initiative, juggling deadlines and ensuring priorities are effectively managed.</p> <p>13. Excellent facilitation and training skills, including designing and leading on training and consultation events.</p>	
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Main Contacts & Other Information
<p><b>Main Contacts:</b></p> <ul style="list-style-type: none"> <li>• Public Health</li> <li>• VAWG Strategic Group</li> <li>• VAWG Advisory Group</li> <li>• Specialist VAWG organisations</li> <li>• Homelessness &amp; Vulnerable Adults Team</li> <li>• Community Safety</li> <li>• Children and Young People Services</li> <li>• Adults &amp; Health</li> <li>• External statutory and community &amp; voluntary sector partners</li> <li>• Service users and residents</li> <li>• Members</li> </ul> <p><b>Other Information:</b></p> <p>This position requires the postholder to undergo an enhanced DBS (Disclosure and Barring Service) check.</p>

## Organisational Structure



## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y		Use of a computer.	Y	
Audio typing.	N		Crisis or conflict situations.	Y	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	Y		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	Y	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
Y – VAWG Strategic Lead is the VAWG budget holder but the VAWG Coordinator oversees the budget for the VAWG Small Grants Programme and CCR pilot delivery.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N