



## Job Profile

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**JOB TITLE:** Violence against Women and Girls Co- Ordinator

**GRADE:** POB

**POST NO:**

**JOB TIER:**

**DBS CHECK:** Enhanced

**DIRECTORATE:** Homes and Communities

**DEPARTMENT:** Community Safety and Enforcement

### REPORTING STRUCTURE

**Reports to:**

**Direct Reports:** None

**Indirect Reports:** None

## **ROLE PURPOSE:**

To develop and lead the delivery of a borough wide Violence Against Women and Girls Strategy (VAWG) and contribute to the community safety delivery plan. Ensuring alignment with transport safety priorities and the overarching Community Safety Strategy

The post holder will work in close partnership with statutory, voluntary, and the community sector organisations to improve prevention and early intervention. The post holder will capture patterns of VAWG community sentiment and service gaps; the role will inform targeted action and measurable improvements in safety and reporting including the development and promotion of safe havens and safe places scheme across the borough

The role will also lead cross border working with neighbouring boroughs and regional bodies to address VAWG trends that transcend geographical boundaries

## **Job Description**

The Violence against Women and Girls Co-ordinator will play a pivotal role in driving forward the borough commitment to preventing and tackling all forms of VAWG ensuring a victim centred partnership – led approach. This post will act as the key point of co-ordination between internal departments, statutory agencies and the voluntary and community sector delivering both strategic oversight and operational leadership with Violence Against Women and Girls. The role will oversee and development of a borough wide VAWG Strategy and will feed into the Community Safety delivery plan. This role will require strong partnership building, data led insight and the ability to influence change across a diverse range of stakeholders.

### **People Management**

- No direct line management responsibility
- Provide professional leadership, advice and coordination to internal teams, partner agencies and providers involved in VAWG related work

### **Customer Management**

- Work closely with communities and stakeholder to ensure their experiences inform the strategy and service delivery
- Maintain strong relationships with Children services, adult services, Housing, Public Health, Education, Police, NHS and the voluntary sector
- Act as the central liaison for external partners, including Transport for London (TFL) British Transport Police (BTP) and the BID business improvement district to address concerns in public spaces and on transport networks
- Engage local business, community organisations and faith group to develop and promote Safe Havens and safe places initiatives to increase public confidence and access to immediate support.

- Foster cross border collaboration with neighbouring local authorities, regional VAWG networks and pan London partners to share intelligence, align priorities and coordinate responses

## **Operational Service Delivery**

- Develop and deliver a borough wide VAWG Strategy and supporting partnership delivery plan and ensure effective partnership collaboration through the VAWG Subgroup of the Safer Hillingdon Partnership
- Capture patterns of VAWG and public safety concern, identifying service gaps and barriers to reporting
- To be a member of the Police VAWG tactical tri brough meeting and have cross borough partnership with Ealing and Hounslow.
- Design and implement a borough wide anonymous VAWG survey to monitor unreported incidents and inform targeted interventions
- Co- ordinate with Hillingdon Domestic Abuse Advocacy service (HDAAS) to ensure coordinated victim support
- Arrange and deliver VAWG training for internal and external stakeholders including recognising signs and risks
- Ensure safeguarding pathways and services are aligned with strategic priorities
- Oversee the development visibility and effectiveness of Safe Haven and Safe Places provision across the borough
- Attend Police led meeting and working groups (e.g. VAWG 100) ensuring information flow and alignment with local policing priorities
- Lead joint operations and partnership work with neighbouring boroughs and reginal bodies where VAWG related risk cross local boundaries
- To conduct qualitative and quantitative analysis as a basis for evidence-based strategy development, performance management and commissioning for VAWG and DA.
- To work with Schools in ensure the awareness in factored around the VAWG agenda with the relevant commissioned programmes

## **Service Planning & Development**

- Lead on data analysis and performance monitoring for the MOPAC for funding streams
- Identify additional funding opportunities and work with BID and partners to prepare bid or MOPAC, VRU and Safer Street fund
- Integrate learning from the Domestic Homicide Review (DHRs) and Serious case Reviews into local delivery
- Ensure that VAWG activities including safe havens and Safe places schemes and cross border initiatives is embedded within the wider Community Safety objectives

## **Financial & Resource Management**

- Monitor allocated budgets for VAWG related projects and commissioned services with oversight from line management. Ensuring effective use of resources and value for money
- Secure and manage external funding streams to expand provision and deliver innovative projects.

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## **6. Continuous Improvement**

- Work with partners to review and enhance safe haven and safe place provision ensuring accessibility, awareness and survivor confidence
- Regularly review and improve operational practices to ensure they are efficient, evidence based, and victim focused
- Lead on identifying and implementing innovative approaches interventions and partnerships to strengthen the local and cross border response to VAWG
- Share learning from local initiatives with regional and national networks contributing to best practice

## **7. Contacts**

- Primary contact will be with other officers within the Council, and service users/residents and their representative bodies.
- Set up and maintain effective working relationships and consultation arrangements with those organisations with which the Council is likely to work in the process of delivering a response to a major incident and address key strategic issues facing the Council e.g. the emergency services, neighbouring local authorities, voluntary sector organisations.

## **8. Additional Responsibilities**

- Complete other reasonable tasks to fulfil role purpose or as instructed by management.

## **9. KEY PERFORMANCE INDICATORS**

- Delivery of agreed Team Plans.
- Delivery against any agreed Service Levels.
- Delivery of agreed PADA objectives

## B. Person Specification

### Violence Against Women and Girls Co- Ordinator

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Evidence of VAWG work relating to the job specification	✓	
Expert understanding, knowledge and experience of the current issues affecting community safety, with a particular focus on violence against women and girl and the most at risk groups.	✓	
Good understanding of legislation, risk level, emerging threats and how international/cultural pressures impact upon the localised agenda	✓	
Expert knowledge of research methodologies, experience managing and conducting research projects or strategy development	✓	
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
On occasion, be required to work unsocial hours from normal residential address in response to the occurrence of incidents outside normal working hours.	✓	
Based at the Civic Centre but required to attend emergency incidents anywhere in the Borough.	✓	
UK driving licence or equivalent and use of own vehicle.	✓	
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experiencing of working in the field of VAWG (private or public sector)	✓	
Experience of successfully communicating key information to and securing support from a range of audiences including those at Cabinet and officer level or equivalent and to a range of external stakeholders	✓	
Experience of devising and delivering VAWG effective training, ideally	✓	
Experience of writing standard operating procedures, ideally to supporting incident response operations in relation to the analysis of data	✓	
Experience of developing partnerships and networks internally at all levels and externally with a range of government departments, agencies and other bodies to support service delivery.	✓	
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Up to date knowledge and understanding Domestic Abuse policies	✓	

Excellent verbal, written and presentational skills with the proven ability to present complex information in a simple manner to a variety of audiences including senior management, Elected Members, front-line staff and service users, and staff working in schools etc.	✓	
Excellent problem solving skills, with an ability to analyse information from a variety of sources to inform solution development	✓	
Proven ability to chair meetings with a variety of stakeholders	✓	
Excellent communication, negotiating and influencing skills along with the ability to network and form effective working relationships	✓	
Proven ability to influence and promote service improvement initiatives to service managers and other stakeholders.	✓	
Excellent IT skills with ability to use databases and related analytical software.	✓	
Knowledge of the key stakeholders within council and externally.	✓	
Ability to represent the Council in a competent and professional manner at all times.	✓	
Ability to create and deliver effective presentations to a diverse range of audiences, for the purposes of communicating the contents of a Council emergency plan.	✓	
Ability to devise and implement a strategic service plan.	✓	
Ability to manage a budget	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
<b>Team working</b> Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
<b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
<b>Customer Care</b> Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
<b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	

