



## **JOB VACANCY**

**Aurora New Dawn is pleased to announce the following vacancy:**

### **FEMALE<sup>1</sup> SERVICE MANAGER**

#### **Domestic Violence & Abuse (DVA) and Sexual Violence (SV)**

#### **Hours:**

**Full-Time: 37 Hours per week**

**Salary: £31,000.00 p.a**

**Duration: Contract until 2022, continuation subject to funding.**

**Location: Portsmouth, with regular local travel**

#### **Role:**

The Service Manager will assume responsibility for the frontline Aurora Domestic Violence & Abuse (DVA) and Sexual Violence (SV) Teams, including the line management of the staff team on a day to day basis. Working under the direction of the Operations Manager, the Service manager will support, motivate and develop staff, ensuring that our services are delivered to the highest standard across the board, that client safety is prioritised, and that our staff are appropriately supported at all times.

Adhering to our Mission Statement to promote equality and stop violence against women, the Service Manager will ensure the delivery of high-quality support to our diverse client base, ensuring that the voices of victims and survivors are heard and that their safety and wellbeing remains central at all times

We are looking for a skilled and dynamic individual, with a proven track record of frontline work in relation to domestic abuse and sexual violence, and the ability to manage, mentor and advise staff in accordance with both best practice and the organisation's core values.

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<sup>1</sup> Open to Female applicants only, as a Genuine Occupational Requirement In accordance with schedule 9 (Part 1) of the Equality Act 2010

Core duties include:

- Provide day-to-day line management (including the provision of supervision & case management) to frontline Aurora staff
- Ensure that frontline services are delivered to a high standard at all times, and in accordance with national best practice.
- Ensure compliance with all organisational policies and procedures.
- Represent the organisation within multi-agency partnerships as required.
- Ensure that the service complies with relevant legislative requirements as defined in its governing documents/framework, including: health and safety legislation, data protection, equal opportunities, child protection and protection of vulnerable adults.
- Ensure effective monitoring and evaluation occurs, including the collection of intake/exit and qualitative data, to inform service and strategic development.

### Important information:

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

This post is open to Female applicants only, as a genuine occupational requirement in accordance with Schedule 9 (part 1) of the Equality Act 2010

### To apply:

For full details on this vacancy and the knowledge/skills required, please read the job description/person specification.

Applications should be in the form of a **letter**, sent by email to [info@aurorand.org.uk](mailto:info@aurorand.org.uk), detailing why you think you are suitable for the post. Please put '**Domestic Abuse & Sexual Violence Service Manager**' in the subject line, and return a completed diversity monitoring form with your letter.

You are advised to read the job description and person specification carefully as the decision to shortlist you for interview will be based on the information you provide in your letter.

For a discussion about the role, or for any queries, please contact Zoe Jackson (Operations Manager – Aurora New Dawn) on 023 93 878992

**Closing date for applications – 9am on Tuesday 14<sup>th</sup> May 2019**

**Interviews to be held: Thursday 30<sup>th</sup> May 2019**