



JOB DESCRIPTION

FEMALE* SERIAL/PRIORITY PERPETRATOR CO-ORDINATOR (Domestic Violence and Abuse)

<p>Aurora New Dawn Job Title: Serial/Priority Perpetrator Co-ordinator</p> <p>FULL TIME: 37 Hours per week</p> <p>Contract to: March 2024, continuation subject to funding</p>	<p>Salary:</p> <p>Band 9 : £28,636 p.a</p>
<p>SECTION Domestic Abuse Prevention Partnership (DAPP)</p>	<p>LOCATION <u>Fareham</u> (with some travel)</p>
<p>POST TITLE Female* Serial/Priority Perpetrator Co-ordinator</p>	<p>*Genuine occupational requirement in accordance with Schedule 9 (part 1) of the Equality Act 2010</p>

BACKGROUND

The Domestic Abuse Prevention Partnership (DAPP) is an embedded service which has been in place in Hampshire since April 2016. Led by the Hampton Trust, in partnership with Aurora New Dawn and Baseline training, the DAPP aims to better identify and assess perpetrators of domestic violence and abuse (DVA) and implement an improved programme of interventions across the local area. This includes the delivery of a range of specialist support for both groups and individuals, an advice line for frontline services and a range of training for frontline practitioners across the County.

A key part of this work is the effective identification and management of perpetrators, particularly those perpetrators who are serial in nature, and/or those who are assessed to present a significant risk of harm to others. Aurora New Dawn is leading on the Serial/ Priority Perpetrator Coordinator (SPPC) role.

JOB PURPOSE

This post is fully co- located with time split between the Offender Management Hub ('The Hub') at Fareham Police Station and the Multi- Agency Safeguarding Hub in Fareham. The Serial/Priority Perpetrator co-ordinator will be employed by Aurora New Dawn and be responsible for the ongoing operation of the DAPP's identification, tracking and information sharing model. The co-ordinator will work alongside the Aurora senior management team to continue developing the projects innovative elements.

We are looking for an enthusiastic and dynamic individual with a proven track record in offender management to be a key part of this project.

MAIN DUTIES

- Receive referrals for Serial/ Repeat DA perpetrators of concern from a variety of partners including Police, commissioned DA charity Providers, the other DAPP partners and Children's Services
- Maintain an accurate record of each unique referral
- Effectively triage the information received, assessing and grading this in accordance with these established thresholds and other relevant DAPP procedures

- Use Hampshire Constabulary database's to populate the Priority Perpetrator Identification Tool (PPIT) to guide decisions about risk and the perpetrators onward management pathway
- Comply in full with GDPR and the Information Sharing Agreement between DAPP and other partners
- On some occasions for the highest risk of harm perpetrators complete a Category Three MAPPA or PDP referral
- Contribute to the on- going development of MATAC (Multi Agency Tasking and Coordination)
- Update MARAC on which cases are known to the SPPC
- Update partner agencies with feedback about referrals
- Attend quarterly commissioning meetings and provide accurate statistics as required to the commissioning group
- Establish and maintain links with key agency partners, across both the statutory and voluntary sector
- Promote and raise awareness of the DAPP identification and information sharing model amongst frontline agencies across the area
- Represent the organisation at multi-agency meetings as appropriate
- Deliver training and briefings to police teams or other teams as required.
- On occasion attend to see perpetrators of DA alongside the Police
- Contribute to the Aurora Office Duty rota as required
- To ensure the service is delivered in accordance with DAPP/Aurora New Dawn policy and procedure
- To report to the Operations Manager on a regular basis in relation to all of the above

Responsible to: Operations Manager

Organisation

Aurora New Dawn is managed by the Chief Executive Officer
 The line management for this post is undertaken by the Operations Manager
 The service is Registered Charity and has a board of trustees and a full constitution to adhere to.

Corporate Responsibilities

1. The above range of duties and responsibilities is not exhaustive: post holders will be expected to perform work of a similar level and responsibility when requested to do so.
2. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
3. Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others.
4. Act in a way that supports and promotes Aurora New Dawn's Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.
5. Contribute to best value by working in an effective, efficient and economical way, and to suggest and implement improved ways of working wherever possible.

IT Security

All staff must strictly adhere to current Aurora New Dawn policy on IT security as instructed by Chief Executive. Any breach of this policy could invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal.

Confidentiality of Information

Any information which staff have access to as a result of their employment with Aurora New Dawn must be regarded as confidential and must not under any circumstances be divulged to a third party without the appropriate authority (not even to relatives or close friends). If it is found that a member of staff has divulged such information, it may be appropriate to invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal. All staff must be vigilant and careful to ensure that all information which they have access to remains confidential.

Customer Service

All Aurora New Dawn employees must be committed to Customer Service with both internal and external clients. It is essential to maintain a high level of competence in this area.

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

PERSON SPECIFICATION – SERIAL/PRIORITY PERPETRATOR CO-ORDINATOR (DOMESTIC VIOLENCE AND ABUSE)

1. EXPERIENCE

You are required to have experience of:

- Working with (and managing) offenders; domestic abuse offenders in particular
- The assessment and management of risk of serious further harm
- The successful development of evolving/ innovative services, projects or initiatives
- Working within a multi-agency setting
- Report writing and the collection and analysis of data
- Building and maintaining partnerships
- Delivering training

2. KNOWLEDGE, SKILLS AND ABILITIES

It is essential that the post holder has the following:

- Demonstrable knowledge in relation to domestic abuse (and preferably also sexual violence and stalking) and the resulting impact on victims
- Understanding of the four key strands of Prevention, Diversion, Enforcement and Disruption in response to the management of high harm offenders
- Awareness of the legislation relating to domestic abuse
- Understanding of the safeguarding tools available to the police
- Working knowledge of child protection/ safeguarding
- Demonstrable knowledge in relation to interventions with/ the management of perpetrators of domestic abuse and with high risk offenders in general, to include the MAPPA process.
- Understanding of safe working practices in relation to domestic abuse
- Knowledge of the relevant legislative requirements involved in operating a service of this nature, including in relation to information sharing, the Data Protection Act, GDPR, equal opportunities, etc.
- An understanding of the issues relating to data collection, including consistent and complete record keeping and safe keeping of records, as well as the ability to quality control and review practice.
- Excellent oral and written communication skills and the ability to share knowledge with a wide range of people.
- A proven track record in liaising with external organisations and communicating with a range of professionals
- Ability to work under pressure and to plan and prioritise own workload
- Knowledge of service evaluation and audit
- Sound knowledge of local services and service remit
- The ability to confidently represent the organisation at local meetings/multi-agency groups as required
- A willingness to deliver presentations/briefings on this area of work as required.
- Able to work independently
- Understanding of and commitment to equal opportunities
- Police vetting to Level three Non- Police Personnel Vetting (NPPV) will be required
- Full UK driving license and use of own vehicle
- Ability to travel locally, and occasionally nationally

3. PERSONAL QUALITIES, ATTITUDE AND PRESENTATION

- Commitment to a feminist ethos
- Commitment to anti-discriminatory practice
- Able to critically assess own performance and reflect on own practice
- Reliable and trustworthy
- Efficient and punctual
- Consistent and flexible – able to deal with changing and competing demands
- Ability to think creatively and show initiative

ADDITIONAL 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

Police vetting to level 3 Non- Police Personnel Vetting (NPPV) is a requirement of this role. This includes scrutiny of personal finances and social media use.

The successful candidate will be required to also contribute to the Office Duty Rota which will involve taking calls from clients experiencing domestic abuse, sexual violence and stalking and dealing with enquiries from professionals.

This post will be based in Fareham with some travel locally, and occasionally nationally. Aurora's main office is in Portsmouth and staff will be expected to travel there periodically as required (e.g. for monthly team meetings, office duty). During the initial induction period some additional travel to the main Aurora office will be required.