

Job Description

Job title: Make a Change Project Manager – Jenkins Centre, Freeva

Salary Scale: £30,000 plus 3% pension

Responsible to: Jenkins Centre Service Manager

Responsible for: Intervention Programme Workers, Sessional Workers

Hours 35 Hours (full Time)

Job Purpose:

The Make a Change Project Manager will have responsibility for the day-to-day operational management of the Make a Change project in Lincolnshire.

Duties and Responsibilities

1. To support the delivery of all the different aspects of the Make a Change project, including:
Community engagement, awareness raising and outreach
Workforce development and training, alongside direct, expert consultation to professionals.
Direct, expert support to perpetrators via the Make a Change behavioural change programme.
2. line management, monthly supervision for staff delivering the Make a Change project. To ensure all staff have clinical supervision and treatment management.
3. To manage the recording, collection and preparation of data for the Make a Change project and assist the Service Manager in preparing reports.
4. To ensure that records and data collection is in line with the requirements of Respect Service Standards
5. To attend meetings with stakeholders and partners and represent the Jenkins Centre/Make a Change project at those meetings.
6. To support the delivery of training and service briefings to other professionals and stakeholders as required.
7. Work under the guidance of the Jenkins Centre service manager and Senior Practitioner to ensure the services standards of risk and interventions are adhered to.
8. Support Respect's Data and Impact Manager to capture data and information

9. Work with the Development Manager and Local Area manager to ensure that the outcomes of this service are met.
10. To work with the other domestic violence agencies in Lincolnshire to ensure that other professionals and members of the public are getting consistent and appropriate information about domestic violence and the services available to reduce risk.
11. Produce updates on the project for the Jenkins Centre service manager and key stakeholders.
12. Promote the work of the Make a Change project across Lincolnshire and work with the other members of staff to ensure that the service is working to create communities that are intolerant of domestic violence and supportive of help seeking.
13. To represent the Make a Change project in multi-agency meetings such as case conferences and MARACs.
14. Ensure that the service complies with the legal framework for safeguarding, confidentiality and data protection and that all members of staff understand the practical implications of this.

General tasks

15. Attend and contribute to Jenkins Centre and Freeva team meetings.
16. Conduct all work in a way which reflects the aims and principles of Freeva and promotes anti-oppressive practice.
17. Undertake any other duties as reasonably requested by the Jenkins Centre service manager.
18. Undertake admin duties alongside Jenkins Centre and Freeva's administration workers in relation to the above activities.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification	
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Area	Criteria
Education & training	<p>Essential An honours degree or equivalent qualification (or alternatively substantial relevant experience) is essential.</p> <p>Desirable A relevant professional qualification such as CQSW, Diploma in Counselling.</p>
Experience & Knowledge	<p>Essential:</p> <ol style="list-style-type: none"> a. Experience of managing staff delivering frontline services addressing domestic violence. b. A comprehensive understanding of domestic violence and how it affects children and parents. c. At least three year's experience of domestic violence/child protection related client work. d. Experience of development work. e. Experience and understanding of risk assessment in relation to domestic violence. f. An understanding of the child protection and family court system. g. Experience of partnership working to improve responses to domestic violence and or child protection h. Experience of working with perpetrators and or survivors of domestic violence. i. An awareness of the Make a Change approach j. Be committed to working with both Women's Aid Federation England and Respect <p>Desirable: .</p> <ol style="list-style-type: none"> k. An understanding of the criminal and civil justice systems related to domestic violence.
Personal Attributes	<p>Essential:</p> <ol style="list-style-type: none"> a. The ability to create effective working relationships within consortia or partnership structures. b. The ability to develop service provision to achieve excellence. c. The ability to communicate clearly and effectively with a wide range of people over sensitive and complex issues, both verbally and in writing. d. The ability to research and write policy documents and good practice guidance. e. Motivated and enthusiastic. f. Ability to operate with a high degree of confidentiality. g. Ability to work to tight deadlines and to take responsibility for meeting agreed targets h. Ability to work on own initiative, to be proactive and take responsibility for actions. i. Ability to work independently and as part of a team towards a common objective. <p>j. Commitment to continuing professional development.</p>

- k. Ability to recognise discrimination, in its various forms, and to take appropriate action.
- l. Willingness to work flexibly, as and when required.
- m. Excellent influencing skills.
- n. Diplomacy and strong negotiation skills.

Attitude

Essential:

- a. A clear understanding of, and commitment to, work in accordance with the objectives, principles, policies and procedures of the Respect Service Standards.
- b. A commitment to increasing the safety of those experiencing domestic violence and abuse.
- c. A commitment to anti-oppressive practice.

IT skills

Essential

- a. Knowledge of and familiarity with Microsoft Office applications, including Word, PowerPoint and Excel.
- b. A competent user of Outlook and the Internet.
- c. Ability to analyse and interpret statistical and other data.
- d. Ability to use computerised monitoring systems.