

# Hartcliffe and Withywood Community Partnership



## Job Description

### Job details:

Job title: **Domestic Abuse Community Co-ordinator**

Salary: Scale 13, £27,457 (increased after probationary period)

Hours: 22.5 hours per week

Contract: Three-year fixed term contract (funding secured until 2027)

Managed by: Senior Community Co-Ordinator

Place of work: The Symes Resource Centre, Peterson Ave, BS13 0BE

### Main Purpose of the Role

To co-ordinate community activity and develop projects, that inform and support people who have, or are experiencing domestic abuse, to encourage and empower positive change and choices about their lives.

### Key outcomes:

- Opportunities are provided for residents who have or are experiencing domestic abuse, for progression and development.
- Domestic abuse projects are developed and co-produced with local residents.
- Increased awareness of the nature of domestic abuse and its impact on the wider community.
- Improved local services through collaboration with residents and delivery partners.
- Shared learning and evidence of impact.

### Key responsibilities and tasks:

- To work with a group of residents to co-design projects that provide consistent opportunities for residents to connect, share, and support one another. This might include but is not limited to organising events, social groups, running campaigns, or implementing interventions.
- To develop good relationships and knowledge of the local community, enabling and encouraging people to get involved in social action and community led activity around domestic abuse.
- To support engagement within the community and elevate the voice of people with lived experience in relation to their needs and experiences of receiving services and support.
- To facilitate a shared understanding of the barriers to participation and inclusion so that everyone is welcome and contributing as equals.
- To celebrate and encourage social action to increase the number of people making a positive contribution to the local community.
- To work with and empower residents and delivery partners to improve local services, opportunities and conditions for the community, now and for the long term.
- To share learning and collating evidence of the opportunities, services and projects that have been initiated and developed by this work.

**General Accountabilities**

- To adhere to all HWCP's policies and procedures
- Keep an up-to-date knowledge and understanding of issues relevant to this post.
- To attend staff meetings, participate in training and professional development, negotiate and work towards targets and deadlines as agreed with the Line Manager.
- To undertake such other tasks as may reasonably be required within HWCP, commensurate with the grading and nature of the post.

**Notes**

- This post will require some out of hours working (evenings and weekends), for which time in lieu can be taken.
- The post-holder may be required to travel and attend meetings across the area.
- The post is subject to a Disclosure Barring Service (DBS) check.

# HARTCLIFFE AND WITHYWOOD COMMUNITY PARTNERSHIP

## Domestic Abuse Community Co-ordinator

### EMPLOYEE SPECIFICATION

<b>Essential - Knowledge and Experience</b>	
1.	Extensive knowledge and experience of working within the community relating to health and wellbeing.
2.	Knowledge of the issues affecting disadvantaged communities.
3.	Experience of working with local people in community-based initiatives, projects, events, or activities in a paid or voluntary capacity.
4.	Experience of facilitating groups, meetings, or events.
6.	Experience of empowering others to take action on things that matter to them.
7.	Able to demonstrate knowledge and/or experience of equalities and diversity issues.
<b>Desirable - Knowledge and Experience</b>	
8.	Knowledge of services available for domestic abuse victims/survivors.
9.	Ability to demonstrate knowledge of the impact of domestic and sexual abuse on individuals, families and communities and experience of working on these issues.
<b>Essential - Abilities and aptitudes</b>	
10.	Able to communicate effectively with a wide range of people, face to face, in writing and using a range of social media.
11.	Ability to work in a complex environment coordinating work with residents and a wide range of other services.
12.	Able to confidently initiate new connections with excellent listening skills.
13.	Have excellent organisational skills with the ability to prioritise and organise conflicting work tasks within specific timescales.
14.	Have a working knowledge of Microsoft Office applications. A willingness to learn new applications and technology as appropriate.
15.	Take initiative and be a self- starter.
16.	Have the capacity and motivation to engage in continuous professional development and to keep up to speed to current thinking and practice in the field of community development, facilitation, and communication.
17.	Be willing to work evenings and weekends as required.