



Role Description

Post Title:	Domestic Abuse Co-ordinator
Post Number:	SHC04
Department:	Communities Department
Grade & Salary:	SCP 33-35
Reports To:	Assistant Director – Housing & Communities

Purpose

This role will provide co-ordination and support across the St Helens partnership on the key priorities within the Domestic Abuse Partnership Strategy for the borough.

Responsibilities & Outcomes

1. Develop and support the delivery of the St Helens Domestic Abuse Partnership Board's Domestic Abuse Partnership Strategy.
2. Support the governance of the local Domestic Abuse Partnership Board in relation to agenda setting, preparation of reports and delivery of actions, including updates on policy and best practice.
3. Prepare policies and reports in relation to domestic abuse and violence against women and girls.
4. Monitor the delivery of the Domestic Abuse Partnership Strategy for the borough and contribute to the development of future strategies and associated documents.
5. Co-ordinate the mechanisms to hold agencies to account for the delivery of actions within the Domestic Abuse Strategy and ensure updates on actions are provided to the Board.
6. Support the development and oversight of the workplan and associated reports of Domestic Abuse Partnership Board, including sub-groups and key agency contacts ensuring that all initiatives and targets imposed nationally, regionally, and locally are incorporated into Board's business.
7. Develop and maintain appropriate management information systems for the Board, based on agreed performance agenda.

8. Lead the development of a Domestic Abuse Operational Group as a key sub group to the Domestic Abuse Partnership Board.
9. Lead on the organisation and coordination of Practice Learning events, to ensure learning from DHRs/DARDRs is captured and acted upon across the partnership.
10. Actively monitor the delivery of recommendations from Domestic Homicide Reviews / DARDR's and associated learning reviews, including maintaining records and trackers of progress made by agencies in embedding the learning.
11. Co-ordinate awareness raising campaigns with regard to domestic abuse, including the effective use of social media.
12. Undertake project management, including governance, performance and risk management and internal and external communication.
13. Contribute to the development of service specifications and work with commissioners as directed.
14. Actively research funding opportunities and prepare bids in relation to domestic abuse and violence against women and girls.
15. Manage grant returns as required, and to provide updates to management and the board in relation to planned expenditure and outcomes.
16. Provide practical support and guidance to local 'by and for' organisations to ensure compliance with safeguarding, referral pathways and wider actions within the community of practice.
17. Deliver a sanctuary scheme including procuring a new contract, management of the budget, report statistics at relevant meetings and to senior management.
18. Research and report on domestic abuse and VAWG related trends, including reporting to the Domestic Abuse Partnership Board and wider governance fora across the partnership.
19. Act as a cross-departmental point of contact for domestic abuse support provision in the borough.
20. Identify training needs for the local authority regarding domestic abuse and to collaborate with the OD&D service to ensure that the training offer is relevant and robust.
21. Develop and lead a domestic abuse champion network within the local authority and service providers in the borough.
22. Lead on engagement with the voluntary and community sector including the organisation and coordination of annual stakeholder event.
23. Develop and facilitate the voice of survivors and those with lived experience, ensuring that voice is heard at the Board and informs service provision and service quality across the partnership.



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24. Undertake any other duties as required commensurate with the post and which may be required from time to time.

25. Promote and safeguard the welfare of children / young people and vulnerable adults by ensuring compliance with the Council's Multi Agency Safeguarding Policies and Procedures for both Children and Young People and Adults.

26. Promote effective communications and act as an ambassador, both internally and externally, to support the Council's objectives and promote the reputation of the council and the Borough.

Relationships

Key internal and external contacts

Within the organisation

- Community Safety Team
- Adult Social Care
- Childrens Social Care
- Commissioning teams

At a borough level

- Police
- Probation
- Specialist service providers
- Local by and for organisations
- Youth Justice Service
- CGL
- Adult & Children's Care Providers
- Residents and Service Users
- Voluntary and Faith Sector
- Registered Housing Providers

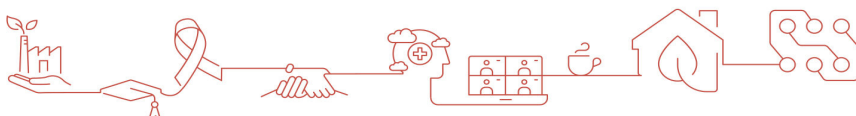
At a regional level

- Liverpool City Region and Local Authorities
- Integrated Partnerships
- Other local authorities accessing communities of practice

Generic responsibilities

These are standard responsibilities to be included in all job descriptions to ensure consistency across the Council

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full



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compliance with health, safety, professional standards, statutory and other relevant legislation.

- To work collaboratively with Council colleagues as and when required.
- To behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To undertake training and development as required.

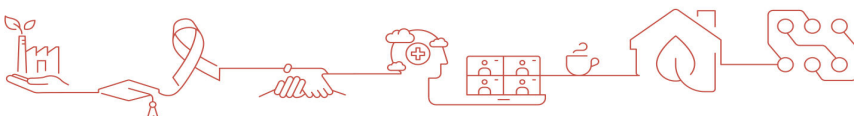
The Council guarantees an interview to disabled applicants who demonstrate they meet the essential job criteria.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

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