

**WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM
JOB DESCRIPTION**

JOB REFERENCE: DV01	JOB TITLE: WDVAF Manager
HOURS: 30 Hours/Week	SALARY: £13 per hour
ACCOUNTABLE TO: Chair of the Trustees	ACCOUNTABLE FOR: WDVAF Staff and Volunteers
LOCATION: Lowestoft Office	
ANY SPECIAL CONDITIONS OF SERVICE	
<ul style="list-style-type: none"> a) Basic Disclosure and Barring Checks (DBS etc) b) Prepared to travel to meetings c) Occasional meetings/courses outside office hours 	
PURPOSE AND OBJECTIVES OF THE JOB	
<p>Waveney Domestic Violence & Abuse Forum is an independent registered charity established in 1981, providing support for families impacted by domestic violence and abuse.</p> <p>Your main role will be running and growing this small charity to offer more victims and survivors of domestic violence the support they need to thrive and make a positive difference to their lives.</p>	
CONTROL OF RESOURCES	
PERSONNEL	Responsible for the overall management of a small team of staff & volunteers
FINANCIAL	<p>Responsible for the overall performance monitoring of the service including budget management and reporting to the Trustees.</p> <p>The grant administration and income generating of WDVAF.</p>
EQUIPMENT/MATERIALS	Responsible for relevant data relating to the finances work of WDVAF.

VALUES AND BEHAVIOURS

- Valuing our people.
- Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment as a core value.
- Acting with integrity
- Using time and money wisely
- Working together with other partner agencies
- Always learning and improving
- A dynamic person with a positive, resilient attitude.

RELATIONSHIPS

Relationship building, networking and communication is key as you will be working with a wide range of people, including:

- Partner agencies - strengthening and developing links with partner agencies in the Suffolk area including Local Authorities, Public Bodies, Funding Bodies, Government Departments, and agencies.
- A small, dedicated team of part time staff & volunteers - including a grants fundraiser and guidance support workers.
- Reporting to the Board of Trustees
- Liaising with contractors and suppliers to ensure they deliver on time and within budget.

PRINCIPAL DUTIES

1. Responsibility for the overall day to day management of the service
2. Develop, coordinate, and manage a range of strategies, projects and initiatives aimed at tackling domestic violence and abuse.
3. Manage the team of volunteers and case workers.
4. Research relevant national policy, legislation and procedures and keep relevant bodies, WDVAF, partners, and trustees informed.
5. Keep the website and supporting material up to date.
6. Compile reports and present performance management information.
7. Represent WDVAF at events, committee meetings, officer meetings and meetings with external bodies as required.
8. Attend the WDVAF Forum Meetings and lead on associated work.
9. To build and develop relationships with current grant givers and maintain appropriate regular communication to nurture their support.
10. Identify and apply for new grants and new funding opportunities from a range of bodies whose aims, and objectives are aligned with WDVAF.

11. Liaise closely with Trustees and Charity Manager to ensure relevant case studies and marketing can be used to promote WDVAF's impact to stakeholders and funders.
12. Contribute to strategy and planning with Trustees and partners.
13. Keep records and report on all grant fundraising activities.
14. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager in consultation with the postholder.
15. To contribute to the regular review of staff development, work programmes, office systems and procedures.
16. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Chair of Trustees in consultation with the postholder.

PERSON SPECIFICATION

Note to Applicants: The Essential Criteria are the qualifications, experience, skills, or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The How Identified column shows how WDVAF will obtain the necessary information about you. If the How Identified column says the Application Form next to an Essential Criteria you **MUST** include in your application, enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

WDVAF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

POST: WDVAF Manager

CRITERIA	Essential (E) or Desirable (D)	How Identified: Application Form (AF), Interview (I)
SPECIAL WORKING CONDITIONS		
1. Willingness to attend occasional evening meetings if required.	E	I
2. Ability and willingness to travel in the course of your duties	E	I
QUALIFICATIONS AND EXPERIENCE		
1. Educational qualifications and/or relevant professional/vocational qualifications	D	AF, I Production of certificate at interview
2. Experience of working in the field of Domestic Violence and Abuse	D	AF, I
3. Experience of developing, leading, managing, and co-ordinating projects within budget.	E	AF, I
4. Experience of working with different agencies or groups to achieve partnership objectives.	D	AF, I
5. Experience of grant administration and campaigning		
6. Experience of use of social media re management of website and campaigns		

SKILLS AND KNOWLEDGE		
1. Strong communication skills able to speak to a different range of people	E	AF, I
2. Excellent writing skills		
3. Excellent influencing and negotiating skills		
4. Excellent knowledge of grant processes and practices		
5. Knowledge and understanding of government policies, strategies and legislation related to Domestic Violence and Abuse	E	AF, I
6. Ability to work to prioritise and meet deadlines and work flexibly to develop and implement solutions	E	AF, I
7. Analytical Skills and attention to detail		
8. Ability to coordinate outcomes and objectives with a range of agencies and partners including joint training and development opportunities	D	AF, I
9. IT skills including a working knowledge of Microsoft Office applications and website management and social media campaigning	E	AF, I
10. Experience using social media channels and website		
BEHAVIOURS AND VALUES		
<ul style="list-style-type: none"> • Valuing our people • Focusing on customers/clients • Acting with integrity • Using time and money wisely • Working together • Always learning and improving • Safeguarding 	E	AF, I