



Cover Letter

February 2021

Dear Applicant

Thank you for your interest in the Criminal Justice System (CJS) Project Officer.

To apply, please read the **Job Description** and **Selection Criteria** and complete the **online Diversity Monitoring Form** and send your **Application** to admin@standingtogether.org.uk.

An email will be sent to confirm receipt of your application. Please ensure that you receive a confirmation email as we are unable to accept applications submitted after the deadline **08:00 Monday 15th March 2021**

If you are shortlisted for an interview, we will contact you by email or telephone and notify you of the interview date.

Interviews will be held virtually via Zoom during the week commencing 22nd March 2021.

Appointment will be subject to receipt of two satisfactory references. We will speak to you before we contact your references.

Yours faithfully,
Guddy Helevuo-Burnet
CEO



JOB DESCRIPTION

Criminal Justice System Project Officer

EMPLOYING AGENCY:	Standing Together Against Domestic Abuse (STADA)
RESPONSIBLE TO:	Programme Manager
RESPONSIBLE FOR:	Supporting the Specialist Domestic Abuse Courts (SDAC) Coordinated by STADA and the wider remit of Criminal and Civil Justice work at STADA including the national Mentor Project
WORK LOCATION:	Remote working whilst restrictions are in place, following this at STADA Offices (London)
CONTRACT:	2 Years Fixed Term
WORKING HOURS:	Full Time - 35 hours per week
SALARY:	£28,000 per annum
ANNUAL LEAVE:	25 days

ABOUT STANDING TOGETHER AGAINST DOMESTIC ABUSE

Standing Together Against Domestic Abuse (STADA) is a UK charity bringing communities together to end domestic abuse.

We support organisations, including the police, criminal justice partners, housing, social services, healthcare workers and charities, to identify and respond effectively together to domestic abuse. Our aim is to help these agencies to work in partnership, so that people receive the best support at the time they need it. We do this through an approach that we pioneered, called the Coordinated Community Response. The Coordinated Community Response brings services together to ensure local systems truly keep survivors safe, hold abusers to account, and prevent domestic abuse.

Our model of a coordinated local partnership to tackle and ultimately prevent domestic abuse is now widely accepted as best practice.

JOB DESCRIPTION

BACKGROUND OF THE SDACS AT STANDING TOGETHER

Specialist Domestic Abuse Courts (SDACs) form part of a collaborative approach to tackling the complexities of domestic abuse. The approach situates the Court and the Criminal Justice System as part of a Coordinated Community Response to domestic abuse and refers to a whole system, rather than simply a court building or jurisdiction. An effective SDAC should be a coordinated, multi-agency initiative. All agencies work together to identify, track and risk assess DA, support victims and share information better so that more offenders are brought to justice. Specialist courts focus on the safety and experience of the victims and it allows for the CJS to work more efficiently.

In 2002, Standing Together was instrumental in the development of one of the UK's first Specialist Domestic Abuse Court at Hammersmith Magistrates' Court, London in 2002. In 2012, Standing Together established another SDAC at Westminster Magistrates' Court.

The SDACs continue to be beacons of good practice recognised locally and nationally. The operational coordination of the SDACs together with our expertise in partnership working place Standing Together in an accomplished position to promote the SDAC model widely.

Recently Standing Together has received funding from the Tampon Tax Fund to realise an ambition to develop Mentor Courts to accelerate progress in partnerships and to understand and implement the SDAC resource manual. This will also support a national mapping and capacity building exercise to enable the SDAC model to roll out across the country.

This post will work alongside the Programme Managers to support their operational coordination of the DA Courts at Westminster Magistrates Court and support the Mentor Court Project nationally.

JOB PURPOSE

1. To carry out administrative duties to support the work of the Specialist and Dedicated Courts for Hammersmith & Fulham, Kensington & Chelsea and Westminster, at Westminster Magistrates Court.
2. To coordinate and collect, analyse, report on and support the effective use of data for the purposes of supporting the implementation of the Specialist Domestic Abuse courts coordinated by STADA.
3. To support the Programme Managers with the development of tools and resources for the Mentor Court Project, by which local areas can use to implement an SDAC.
4. To provide administrative support to the Programme Managers.
5. To support Standing Together's mapping, consultation and training work on Criminal and Civil Justice response to domestic abuse.

KEY DUTIES AND RESPONSIBILITIES

1. Supporting the Domestic Abuse Courts at Westminster Magistrates Court:

- Work with the Specialist Court Programme Managers to support the work of two SDACs including leading on data collection for the two SDACs coordinated by STADV.
- Organise and service Court Management Meetings for both SDACs.
- Provide administrative support to the SDAC related meetings by taking minutes and maintaining contact lists.

JOB DESCRIPTION

- Provide information about SDAC cases to other teams, such as MARAC.
- Once fully inducted, to cover the DAC Court in place of the London Programme Manager and DA Court Coordinator, on an ad hoc basis as necessary.

2. Supporting effective use of data for the SDACs coordinated by STADV:

- Collate and accurately input a range of data into databases that support the work of the SDACs.
- Assist in various data collection and reporting tasks as required by the Programme Managers.
- Build relationships with other data providers to ensure delivery of data and extend the scope of data available.
- Undertake impact measurement activities and support the development and maintenance of the Theory of Change for STADA's Criminal Justice work.
- Support the Programme Managers in the analysis and presentation of data relating to the Criminal Justice work of STADA.

3. Supporting the development of tools and resources for the Mentor Court Project:

- With support from the Programme Managers, develop the tools and resources required for effective implementation of the SDAC approach.
- Support the development of toolkits, training materials and briefings and support the work of the Programme Managers to promote these events and materials.

4. Providing administrative support to the Programme Managers:

- Support the Programme Managers to set up meetings related to the Mentor Court Project including coordination of agendas and minute taking for Project Board meetings.
- Support the Programme Managers to plan and set up events including workshops, training and court visits.

5. To support Standing Together's mapping, consultation and training work:

- Support consultation work undertaken by the CEO, Partnership Manager of STADV and the Programme Managers related to the civil and criminal justice systems.

Participation in the Staff Team:

- Attend and participate in staff and team meetings.
- Share information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues.
- Actively participate in the STADA team linking individual project learnings with the wider organisation and sharing in responsibilities such as training, attendance at external meetings, etc.
- Self-manage own workload administration e.g. typing, photocopying etc.

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Accountability to the Programme Managers:

- Keep the Programme Managers advised about progress at all times.
- Work to the milestones and time scale agreed with the Programme Managers
- Undertake any other tasks as requested by the Programme Managers, commensurate with the skills and experience of the post holder.

All these duties to be carried out in line with:

- The STADV Equal Opportunities Policy;
- The STADV Confidentiality Agreement;
- The STADV Information Sharing Protocol;
- The STADV Safeguarding Policy;

and in a way which respects at all times:

- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project.
- The key principles, which guide and inform the project (survivors' and children's safety; offender accountability; clear messages that domestic violence is a crime which will not be tolerated in our community).
- Ensure all specialist court areas recognise that domestic abuse is both a cause and consequence of women's inequality and that they take an intersectional approach in their work.

SELECTION CRITERIA

Criminal Justice System Project Officer

Selection Criteria are the skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.

Please, ensure that you, **address each criterion listed below, specifically and clearly**, drawing upon all of your experience, whether it has been gained at home, work or on a voluntary basis.

1) Strong administrative skills with the ability to provide administrative support remotely, including responding to email and telephone queries.	ESSENTIAL
2) Experience of servicing regular meetings, events, workshops and visits. This will include diary management, producing agendas, taking minutes and maintain contact lists.	ESSENTIAL
3) Experience of inputting data into databases/spreadsheets and extracting data for the purposes of producing data reports.	ESSENTIAL
4) Strong written, verbal and presentation skills including producing project resources, toolkits, training materials, reports and briefing papers.	ESSENTIAL
5) Understanding of the Criminal Justice System and Magistrates' Court processes and how cases of domestic abuse cases progress through the system, including the key measures available to protect victims and hold defendants to account.	DESIRABLE
6) Highly computer literate and proficient in word-processing, spreadsheets, databases, data collection systems, email and Website technology, preferably in a Windows based environment.	ESSENTIAL
7) An ability to work under pressure with excellent time management and organisational skills including the ability to meet regular deadlines.	ESSENTIAL
8) A commitment to and understanding of Equal Opportunities in employment, service delivery, intersectionality and its links to structural disadvantage, with particularly reference to women and minoritised people.	ESSENTIAL
9) An understanding of domestic abuse and VAWG, its dynamics and its impact on women and their children.	ESSENTIAL
10) Understanding of the Coordinated Community Response to domestic abuse.	DESIRABLE
11) Understanding of the key risk factors of domestic abuse as well as safeguarding duties and tools to address risk.	DESIRABLE

Building the Coordinated Community Response

In 1998, **Standing Together Against Domestic Abuse**

(STADA) was created by statutory and voluntary sector leaders in Hammersmith and Fulham who shared the ambition to create a coordinated response to domestic abuse. Since then STADA has been central to developing voluntary & statutory partnerships. We achieve change in how domestic violence incidents are dealt with and maintain a safe, consistent response from partner agencies. Our aim is to achieve prevention and early intervention by supporting all services to respond effectively & appropriately and to work together in a meaningful way. Specific operational group work in health, housing, criminal justice, community and specialist responses ensures that we focus our efforts to achieve safety for survivors and accountability for perpetrators in a number of areas. The Coordinators at Standing Together work with operational group chairs to set yearly action plans and programmes of work which includes monitoring compliance with protocols; addressing problems and issues as they arise; addressing risk; dangerousness and repeat victimisation; providing up to date information & resource materials; consulting with survivors to inform agencies response and initiatives; training staff in all agencies.

Local strategic and operation work:

- Strategic and operational leadership and coordination in the
- Tri-borough partnership
- MARAC Coordination
- Specialist Court and CJS Coordination
- Housing Coordination
- Acute Hospital Trust Coordination
- Mental Health Trust Coordination
- Community Health and Children's Services Coordination
- SAFE: Community Work and Relationship Building
- Coordination of VAWG specialist services

National work that stems from our strategic and operational expertise:

- **In Search of Excellence:** A Guide to Effective DV Partnerships- funded by the Home Office in 2011 and recommended by New Philanthropy Capital via the Cabinet Office's Impact Readiness Fund (2016).
- **Domestic Homicide Review** Chairing and learning dissemination.
- Coordinating the **Domestic Violence Coordinators Network (DVCN)** for those with strategic responsibilities for VAWG in local authorities, CCGs, PCCs
- Creating the first accredited training for those in local authorities, CCGs and PCCs with strategic responsibilities: **DVCI** training which also established a shared European curricula.
- **Domestic Abuse Housing Alliance (DAHA)**
- **Pathfinder: Whole Health Economy**

STADA Achievements

- 1998 Supported the development of ADVANCE, one of the earliest IDVA services and developed care pathways from the point of police callout through the criminal justice system.
- 1998 Began early case conferences with multi-agency partners- developed later into MARAC.
- 1999 Began early survivor consultation to formally feed into CCR developments.
- 2002 Began the first Specialist Domestic Violence Court in Hammersmith Magistrates Court.
- 2002 Pioneered early national health work in A&E and Walk-in Centres.
- 2007 Founded the Strategic Partnership on Domestic Violence in LBHF.
- 2008 Published 'Completing the Jigsaw' research into help-seeking by victims of domestic violence known to H&F Police.
- 2008 Organised the national conference 'Coordinating the Future' for 300 domestic violence coordinators.
- 2008 Began coordinating MARAC in RBKC which has led to the coordination of MARAC in six London boroughs
- 2010 Launched Health and Maternity Project at Imperial College Healthcare Trust.
- 2010 Began Housing Coordination with the local authority and local housing providers to establish standards of practice and the coordinate the Sanctuary service.
- 2012 Began Chairing of Domestic Homicide Reviews with over 60 DHRs chaired by STADV to date.
- 2014 Launched the Domestic Abuse Housing Alliance (DAHA) with Gentoo and Peabody to set accreditation standards for housing providers.
- 2016 Created the community-based programme, SAFE, to build an ongoing working relationship with religious and community groups in relation to VAWG.
- 2017 Launched the DVCI which is the first accredited training offered to those working in local authorities, CCGs or PCCs with strategic responsibilities for VAWG.
- 2017 Founded the Pathfinder consortium with AVA, Imkaan, IRISi and Safelives to define the whole health economy response to VAWG.

Equality Statement

Standing Together Against Domestic Abuse (“Standing Together”) is committed to the principle and practice of equality in access to and delivery of its services, and in creating a working environment in which diversity makes a positive contribution to achieving its organisational goals. It aims to adhere to its legal, social and moral responsibilities and to actively challenge discrimination against and promote opportunities for all its stakeholders* regardless of their race, ethnic group, class, religion or belief, sex, gender reassignment, ages, marital status, sexual orientation, abilities, disabilities and pregnancy or maternity/paternity status.

All stakeholders are expected to recognise and accept individual responsibility for equality and diversity within Standing Together and to ensure that their actions and words demonstrate and deliver dignity and respect for all.

Equality Policy Statement on Employment

This area of the policy covers recruitment, promotion and employment practices, from vacancy advertising, selection, recruitment, and training to conditions of service and reasons for termination of employment.

Standing Together recognises that those who have experienced domestic abuse and other forms of assault in the home and those who have lived in refuge may have particular qualities and skills to offer and therefore we have a practice of encouraging them to apply for employment with Standing Together where appropriate and to become involved in the management and running of our organisation.

Our employment policy aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone. This is monitored through data collection of applicants used anonymously and solely to ensure fair accessibility to employment with STADV. Upon commencement of employment with STADV all Trustees and staff agree to work in accordance with this policy and this is covered in section 18 of the employment contract. Contracts are reviewed for new and existing staff to remain in line with employment laws in England and Wales and to ensure equality for all stakeholders.

Stakeholder’s who consider that they have suffered from unequal treatment on any grounds listed above may make a complaint, which will be dealt with under Standing Together’s grievance procedure or complaints procedure as appropriate.

*Trustee, staff member, job applicant, student, volunteer (a member of a partnership organisation) or user of services provided by Standing Together.

Equality Statement

Equality Policy Statement on Management

This part of the policy covers the management of the organisation, from the composition of the membership, decision-making, access to committee meetings and training of committee members.

In the implementation of our equality policy, we will attempt to publicise the recruitment of trustees as widely as possible to have a committee that is representative of the users of the services developed or encouraged by Standing Together.

We shall also attempt to support our stakeholders by ensuring that Trustees and managers receive any necessary training in equality, best practice to encourage a diverse workplace and skills in the management of staff. As the ethos of Standing Together is to be wholly non-discriminatory we will endeavour to ensure all staff are capable of fulfilling their role, confident to challenge inequality appropriately and share the high standards that we hold. This will be monitored through regular supervision.

Equality Policy Statement on Service Delivery

This area of the policy covers service delivery from publicity and information about the services to the interpretation of services, referrals and admissions, the user needs including specific cultural needs, access needs, children, and working conditions.

Standing Together recognises that groups and individuals may experience discrimination on the grounds described above and their access to services, choices and resources may be limited by this discrimination. We will attempt to implement practices that will ensure our services are accessible to a diverse range of agencies. This will include supporting other agencies to become more inclusive.

Standing Together is aware of the diversity in experience amongst survivors of domestic abuse who experience discrimination on similar grounds and acknowledges that many experience discriminations on multiple grounds. Special efforts will be made to ensure service provision is accessible to groups known to experience discrimination such as black and minority ethnic women and children, disabled women and children and LGBT people.

Standing Together acknowledges the oppression suffered by young people of all ages including the very young. We will attempt in the provision of any service developed by Standing Together to combat this oppression by respecting and 'empowering' the young people who use it. Standing Together recognises that domestic abuse exists in same-sex relationships and that these survivors face specific problems when escaping abuse.

The implementation of this equal opportunities policy will mean that services are known to a wide and broad base section of the community; that the services offered are relevant to the majority of users; that there is networking to ensure that different cultural needs are catered for.



Nicole Jacobs, Chief Executive

Signed: Date: **15th January 2019**

Policy reviewed by: Bear Montique 15th Jan 2019

Due for review: January 2022

Job Privacy Notice

Data controller: Standing Together Against Domestic Abuse

Data Protection Contact: admin@standingtogether.org.uk

As part of Standing Together Against Domestic Abuse (ST) recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, details obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation may seek information from third parties either before or once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Job Privacy Notice

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited.

The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data may be transferred outside the European Economic Area (EEA) to meet deliverable of European funding projects. Data is transferred outside the EEA on the basis of terms and conditions of grants.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Job Privacy Notice

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data up until the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file for further consideration for future job vacancies arising, the organisation will hold your data on file up until the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights or make a subject access request please contact admin@standingtogether.org.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.