**TLC: Talk, Listen, Change**

**Role Profile**

Job Title **Domestic Abuse Prevention Programme (DAPP) Facilitator**

Salary:           £25,378 per annum plus

Annual Continuous Professional Development allowance

Annual leave entitlement

Birthday leave

Hours:           Full time (37 hours per week)

Contract:      Fixed term contract until 31st March 2023 with the possibility of a further extension

Locations: We value the importance of flexible working. Our services are a hybrid of online and in person delivery and therefore this role will include travelling to locations within Greater Manchester to deliver face to face sessions. This role can be home based or in our office, Trafford House, Chester Road Manchester, M32 0RS. If home based   
there will be a requirement to travel to the office for training and meetings. There may also be a requirement to work out of a Local Authority base across Greater   
Manchester. We also value the importance of human connection so offer  
the flexibility to book working space in Trafford House. As in person external   
meetings and events return there will also be a requirement to travel across   
Greater Manchester and sometimes wider.

Accountability: Domestic Abuse Service Manager

Job Purpose: To undertake individual sessions and group work with men and women who are

participating in the Domestic Abuse Prevention Programme (DAPP). To liaise with referring agencies, actively contribute to risk management procedures and team working. These roles will include working with clients through individual programme delivery as well as group work services.

This post is subject to an Enhanced DBS check

**Key Responsibilities:**

**Client work and liaison**

1. To conduct violence/abuse prevention work with men and women in a way that shows an understanding of domestic abuse and its effects on partners, ex partners and children.
2. To facilitate or co-facilitate a structured violence prevention individual or group work programme for men or women who have been abusive towards an (ex) partner.
3. To conduct assessments with potential clients to assess their suitability for the violence prevention programme, based on the Domestic Abuse Prevention Programme’s aims and criteria, and submit reports to court, social services and other agencies as necessary.
4. To conduct both individual and group work with clients dependent on need/programme suitability.
5. To liaise with other agencies as appropriate.
6. To take part in risk review meetings with other Domestic Abuse Prevention Programme workers regarding the progress of clients and issues arising from work with partners, in order to ensure that partners, ex partners and children's safety remains at the forefront of the Domestic Abuse Prevention Programme’s work.
7. To implement actions agreed in risk reviews.
8. To assist in presentations or workshops about the work of the Domestic Abuse Prevention Programme.
9. To assist in representing the Domestic Abuse Prevention Programme as required at meetings, seminars and conferences.
10. To provide day-to-day support, advice and back-up to other sessional workers and/or volunteers.

**Administration**

1. To assist with collecting information needed for monitoring purposes.
2. To provide assistance in producing statistical and other reports on work done to meet the requirements of funders and the Board of Trustees and co-operating in the on-going evaluation of TLC: Talk Listen Change.
3. To maintain appropriate client records, keeping accurate client notes and making use of TLC: Talk, Listen, Change’s case management system.
4. To undertake outcome monitoring and evaluation questionnaires with clients using the Domestic Abuse Prevention Programme service.

**Other**

1. To work across multiple delivery sites, main sites to be agreed upon job offer with occasional cover necessary across Greater Manchester.
2. To attend and contribute to weekly team meetings.
3. To attend line management sessions as requested and provide information on client work, service delivery, and organisational issues to the line manager.
4. To implement decisions made in line management and clinical supervision meetings.
5. To participate in developing policy, strategies, and working practices of TLC: Talk Listen Change by attending meetings and giving feedback as appropriate to others doing this work.
6. To conduct all work in a way that reflects the aims and principles of TLC, Talk Listen Change in particular TLC, Talk Listen Change policies on Equal Opportunities and Confidentiality.
7. To keep up to date with domestic violence and abuse issues and participate in relevant training as required.
8. To undertake other duties as reasonably requested.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education, Training and Knowledge | An understanding of the importance of safeguarding procedures.  An understanding of the requirement and purpose of a Domestic Abuse Prevention Programme. | An understanding of the criminal and/or family court systems in relation to domestic abuse and the legal options available to those experiencing domestic abuse.  An awareness of patterns of behaviour, and types of abuse, in domestic violence perpetrators.  An understanding of the impact on victims and their children of domestic abuse.  A sound understanding of risk factors in domestic abuse.  An understanding of the importance of consulting on risk concerns.  An understanding of, and experience in, using supervision to ensure best and safest practice.  An understanding of why self-reflection is important in Domestic Abuse Perpetrator Programme work. |
| Relevant Experience | Experience of working therapeutically with a client group.  Experience of managing own workload and related administration. | Experience of delivering a Domestic Abuse Perpetrator Programme, either in group or individual settings.  Experience of working with men or women who use violence and abusive/coercive behaviours towards their intimate partners.  Experience of working in a social care agency, e.g. substance misuse, child protection, family support.  Experience of working with non-compliant clients.  Experience of liaising with social care and other professionals from a range of statutory and independent sector agencies. |
| Skills and Abilities | The ability to communicate clearly, both orally and in writing, with a range of people, both over the telephone and in person, sometimes over sensitive and/or complex issues.  The ability to manage your own administration and be computer literate and to maintain effective recording systems.  The ability to reflect on and challenge one’s own thinking, behaviour and beliefs.  High IT literacy | Fluent in an additional language  Skills in group work.  Counselling skills, training, or qualification.  The ability to hold people to account for their behaviour, and to challenge as appropriate. |
| Personal Attributes and other factors | An interest in the subject of domestic abuse and a willingness to become thoroughly conversant with all aspects of it.  A commitment to anti-discriminatory practice in employment and service delivery, and to implementing anti-discriminatory practice in relation to job responsibilities.  A commitment to work in accordance with the confidentiality and equal opportunities policies of TLC; Talk, Listen, Change.  A willingness to work within an organisation which works both with perpetrators and victims of domestic violence and abuse.  A willingness and ability to work flexibly.  A commitment to personally adhere to values of non-violence and respect in order to model this to service users.  A commitment to working in ways that prioritise the safety of those affected by domestic abuse, both adult victims and their children.  Ability to travel independently | Full driving licence with use of a vehicle |