

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Adult Care and Community Wellbeing**

**Job Ref Number: 03294**

**Service Area: Community Safety**

**Grade: 6**

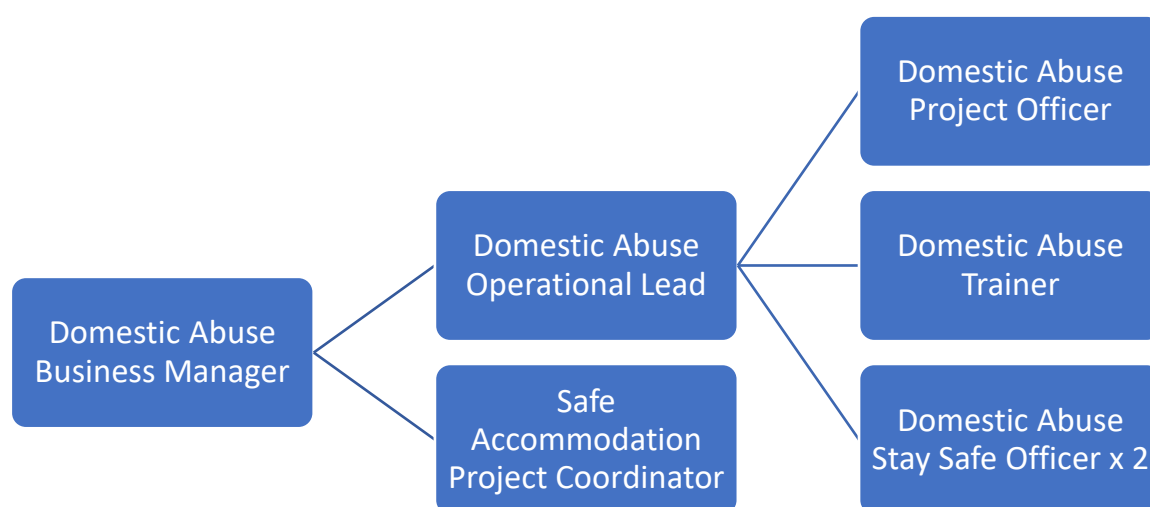
**Job Title: Domestic Abuse Stay Safe Officer**

### PURPOSE OF JOB:

To assist in the design and delivery of a range of age-appropriate educational workshops to children and young people, on key priority preventative/safeguarding messages.

As part of the Domestic Abuse Partnership, assist in providing an integrated approach to performance management, quality standards and delivery of Stay Safe Partnership Training Pathways, embedding innovative ways of thinking and working.

### TEAM STRUCTURE:



### MAIN DUTIES:

- |   |   |
|---|---|
| 1 | Deliver engaging workshops to educational establishments across Lincolnshire from Early Years Foundation Stage to Key Stage 4 on a variety of preventative/safeguarding messages. |
| 2 | Help design and create new workshops based on feedback from students, educational establishments and partners.  |
| 3 | Develop and promote good relationships and practice with educational establishments and partners.   |

4	As an employee, create a positive image of the County Council through your interactions with others.
5	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations. Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.
6	Monitor and report to Domestic Abuse Operational Lead on performance against targets and to the Stay Safe Co-Ordinator where applicable.
7	Contribute to work with partners to ensure a robust approach to data analysis and forecasting.
8	Maximise the impact of resources and value for money to achieve improved outcomes for the Council and partnerships. Ensure Council resources are optimised and utilised effectively and efficiently.
9	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers
10	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
11	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements
12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
14	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
15	Work as part of the Domestic Abuse partnership and collaborate with other safeguarding partnerships/boards (enhanced DBS checks required).
16	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Experience of delivering workshops to children and young people	A, I, P	✓	
Experience of designing workshops for children and young people	A, I, P	✓	
Excellent interpersonal and communication skills	A, I, P	✓	
Excellent collaborative and multi-agency working	A, I	✓	
Ability to work as part of a team	A, I	✓	
Self-motivated	A		✓

Good organisational and time-keeping skills	A	✓	
Ability to adapt to change	A, I	✓	
Able to be inquisitive, creative and confident in sharing ideas	A		✓
Knowledge of the safeguarding environment	A, I	✓	
Confident with all Microsoft Office programmes	A, P	✓	
Driving license and use of own vehicle	A	✓	
Confident in the use of social media	A		✓
Good insight into how domestic abuse can impact children and young people	A,I	✓	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

To contribute to the planning, development and writing of the annual training plan for the DA partnership and in line with the DA Act 2021.

The postholder is expected to work in line with the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.